

# CANDIDATE'S HANDBOOK

**CONSOLIDATED ELECTION  
NOVEMBER 6, 2001**



**PREPARED BY:**

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777 East Rialto Avenue  
San Bernardino, Ca 92415-0770**

## **CAUTION**

This booklet is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. Interested persons should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this booklet.

## **LEGAL REFERENCES**

Government, Education, Election, Health and Safety, Public Resources, Public Utilities, and Water Codes.

# YOU ARE INVITED

## CAMPAIGN SERVICES MEETING

	DAYTIME MEETING	EVENING MEETING
<b>DATE:</b>	August 20, 2001	August 20, 2001
<b>TIME:</b>	12:00 p.m.	6:00 p.m.
<b>PLACE:</b>	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino	Registrar of Voters Public Meeting Room 777 East Rialto Avenue San Bernardino

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**PURPOSE:** To allow the Registrar of Voter's staff an opportunity to get to know you and help to make running for office a positive experience.

To give you an opportunity to learn and ask questions about:

- the reasons for the rules and requirements related to running for office.
- what services the Registrar of Voters office has to offer that might make it easier to run a campaign.
- the electoral process.

The Candidate Handbook contains a tremendous amount of information that relates to running for office. In addition, you will receive more information and forms when you take out and file papers. Although we try to assist you by providing as much information as possible, we also realize that it can be overwhelming or confusing – especially for first time candidates. Because of this, some candidates rely on others to assist them with their campaign. Whether you are involved in all the details of your campaign or whether you rely on others, it is vitally important that you understand the process because you will be the one most affected.

**RSVP:** You are encouraged to bring others with you if they will be involved in your campaign. It always helps when both parties are hearing the same thing.

Call Candidate Services to give your name and the number attending.  
**(909) 387-2078 or 2079**

## TO ALL CANDIDATES

The democratic process is dependent on candidates, voters, and election officials. If we do not communicate, we damage the process and cause needless problems and confusion. The Registrar of Voters office is committed to providing the best possible service to you, your campaign staff, and the voters of this county.

### **CANDIDATE HANDBOOK**

Running for office can be a confusing and difficult process, especially for the first time candidate. Even if you have run for office in the past, the laws may have changed. This handbook contains a wealth of information – please review it carefully and use it throughout your candidacy period. It has been prepared to assist you in understanding and complying with the requirements and laws related to candidates. You will receive a great deal of information during the filing process – much of it verbally. Given the volume of information being exchanged, information can easily be misunderstood. The handbook is valuable for reinforcing verbal instructions and answers.

### **CANDIDATE SERVICES MEETING**

I strongly urge all candidates AND campaign managers to attend. You both have to work as a team if you want to avoid some of the pitfalls and problems of a campaign. It is much easier if you are both aware of laws, requirements, procedures, services, etc.

If you review your handbook carefully BEFORE coming to the meeting, you will be able to use the meeting to ask specific questions and focus on topics in which you are most interested. We want to be sure we have sufficient accommodations so we ask you to **PLEASE RSVP** if you plan to attend.

### **LEGAL RESPONSIBILITY**

The Registrar of Voters will provide forms, instructional materials, and assistance. However, candidates must bear full responsibility to make their own determination as to all legal standards and duties. You are encouraged to review the laws related to elections. If you wish to do so, you will find the appropriate code books at many of your local libraries, on the internet, or on display at the Registrar of Voters office.

Candidates completing the Declaration of Candidacy must sign under penalty of perjury, declaring that they meet the statutory and/or constitutional requirements to hold office. Individuals with questions concerning their own, or other candidates' qualifications, or other related matters should seek legal advice.

## INFORMATION OF GENERAL INTEREST

### **INTERNET**

Information supplied in this handbook is supplied on our website ([sbccrov.com](http://sbccrov.com)). This site contains additional information and prior to the election will allow you to inquire by address, for the polling place (and map) associated with the address. On election night you will be able to view continuously updated election results.

If my staff or I can be of any assistance, please let us know. I congratulate you on your decision to participate in the electoral process and hope that it will be a positive experience.

Sincerely,

INGRID E. GONZALES  
Registrar of Voters

# SAN BERNARDINO COUNTY CANDIDATE AND ELECTION SERVICES DIVISION



**SHARON BERINGSO**

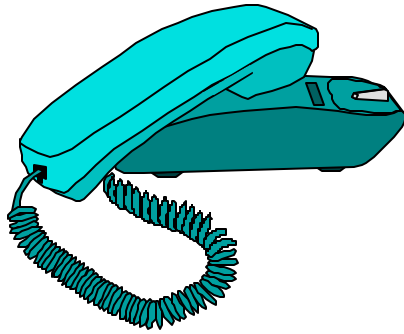
Chief Deputy  
(909) 387-2078

**DEAN BRINKMAN**

Candidate Services  
(909) 387-2079

**CHRISTINE INGOLD**

Campaign Disclosures  
(909) 387-2080



## WHO TO CONTACT AND HOW

The Registrar of Voters office is open from 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. For further information or more detailed explanations, please call the appropriate number listed below:

General Information	(909) 387-8300 or 1-800-881-VOTE (8683)
FAX	(909) 387-2022
Internet	<a href="http://www.sbcrov.com">http://www.sbcrov.com</a>

### **QUESTIONS REGARDING**

Absentee Application Voting	(909) 387-2047 or 387-2048
Campaign Disclosure	(909) 387-2080
Candidate Filing/Sample Ballot Content	(909) 387-2078 or 387-2079
Obtaining Election Night Results	(909) 387-8300 or 1-800-881-8683
Polls and Officers	(909) 381-2860
Purchase of Maps	(909) 387-2045
Purchase of Compact Disks, Diskettes, Labels, Indexes, Polls List, Etc.	(909) 387-2080 or 387-2079
Registration Classes/Materials	(909) 387-2047 or 387-2048

The cities of Chino, Colton, Redlands and San Bernardino will also have candidates on the ballot. Candidates for city office file with the respective city. For information, please contact each City Clerk at the following numbers:

City of Chino	(909) 590-5562
City of Colton	(909) 370-5032
City of Redlands	(909) 798-7531
City of San Bernardino	(909) 384-5102 or 384-5002

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# **CHAPTER 1**

**DETERMINE IF YOU ARE ELIGIBLE  
AND  
WANT TO RUN**



## LOSS OF CONFIDENTIALITY

The voter files is confidential. Access is governed by the Elections Code and is essentially limited to use for governmental, election, scholarly or journalistic purposes. Use is monitored by application procedures. This confidentiality prevents a person from walking into the elections office and viewing residence address information on a voter, without authorization. Once you become a candidate these rules do not change.

However, you should be aware that the papers you complete during the process of running for office, are public information – available for public inspection without authorization or application.

## GENERAL ELIGIBILITY/QUALIFICATION REQUIREMENTS TO RUN FOR OFFICE

These are requirements that do not apply to one specific office, but may not apply to every office on the ballot. Included is the applicable section of code for your further research, if necessary. For requirements applicable to a specific office, see the following pages.

In general, it is not the responsibility of the Registrar of Voters to determine that a candidate meets the requirements. However, the Registrar of Voters ensures that the candidate is registered within the district. The candidate signs the Declaration of Candidacy under penalty of perjury saying that he or she meet the requirements for that office.

<b>TO RUN:</b>	Except as otherwise provided, a person is not eligible to a county, city or district office unless he/she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that Declarations of Candidacy/ Nomination Papers are issued to the person or at the time of the person's appointment. (G.C. §24001-'94)
	Notwithstanding any other provisions of law, a public officer who is a minor shall have the right and liability of an adult, both civil and criminal, with regard to his official duties, and a candidate for nomination of election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his activities as a candidate. (G.C. §275.2-'71)
	Prior to taking office each elective officer shall take the official oath and execute such bond as may be required by the principal act. (E. C. §10554-'94)
	A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state. (G.C. §1020-'71)
	A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of this State. (G.C. §1021-'43)

<b>IF ELECTED:</b>	<p><b><u>Government Code</u></b> (Section 1. Article 1.8 (commencing with Section 53227) is added to Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code):</p> <p>53227.a An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.</p> <p>53227.b For any individual who is an employee of a local agency and an elected or appointed member of that local agency's legislative body prior to January 1, 1996, this section shall apply when he or she is reelected or reappointed, on or after January 1, 1996, as a member of the local agency's legislative body.</p> <p>53227.c This section does not apply to any volunteer firefighter who does not receive a salary, or where the salary the volunteer firefighter would otherwise receive is applied directly by the local agency toward the purchase of disability life, health, or similar insurance coverage.</p> <p>53227.1 This article shall not be construed to preempt Sections 35107 and 72103 of the Education Code.</p> <p>53227.2 For purposes of this article, the following definitions apply:</p> <ul style="list-style-type: none"> <li>a. "Local agency" means a city, city and county, district, municipal or public corporation, political subdivision, or other public agency of the state.</li> <li>b. "Legislative body" means the board of supervisors of a city and county, the city council of a city, or the governing body of a district, municipal or public corporation, political subdivision, or other public agency of the state.</li> </ul>
<b>CONFLICT OF INTEREST CODE:</b> <b>(Form 700)</b>	<p>Each district has adopted a conflict of interest code pursuant to the provisions of the Political Reform Act of 1974 as amended. Statements shall be filed by designated officers and employees as required by the district's code and shall disclose any reportable investments and interests in real property. (G.C. 87300 et seq - '92)</p>

## SPECIFIC ELIGIBILITY/QUALIFICATION REQUIREMENTS

### SCHOOL DISTRICT GOVERNING BOARD OFFICE

<b>CANDIDATE'S ELIGIBILITY</b>	<p>a. Any person who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district. (Ed. C. §35107-'95, 72103-'95)</p> <p>b. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employee will automatically terminate upon being sworn into office. (Ed. C. §35107-'95)</p> <p>c. No member of the governing board of any school district shall be financially interested in any contract made by the board of which he/she is a member. (Ed. C. § 35233-'85, 72533-'85)</p>
<b>DECLARATION OF CANDIDACY</b>	<p>A candidate for School District Governing Board Member may place his/her name on the ballot by filing a Declaration of Candidacy with the Registrar of Voters. No signatures, except the candidate's, are required on this form. (E.C. 10603-'96)</p>

## SPECIFIC ELIGIBILITY/QUALIFICATION REQUIREMENTS

### UNIFORM DISTRICT ELECTION LAW (UDEL) DISTRICT BOARD OFFICE

#### FOR ALL UDEL OFFICES:

<b>CANDIDATES'S ELIGIBILITY</b>	The qualifications of a candidate for an elective office and of an elective officer, of a District shall be determined by the principal act of that district. (E.C. §10514-'94)
<b>DECLARATION OF CANDIDACY</b>	Declaration of Candidacy for District office may be obtained from the District Secretary or the Office of the Registrar of Voters. (E.C. §10510-'94)

#### FOR SPECIFIC UDEL DISTRICTS ONLY:

<b>AIRPORT DISTRICTS</b>	A registered voter and a resident of the district. (P.U.C. § 22401-'79 and G.C. 24001-'94)
<b>COMMUNITY SERVICES DISTRICTS</b>	A registered elector residing within the boundaries of the district. (G.C. § 61200-'57)
<b>COUNTY WATER DISTRICTS</b>	Director-at-Large: A voter of the district. Director for Divisions: A voter of the division by which he/she is elected. (W.C. §30500-'49 and 30735-'49)
<b>FIRE PROTECTION DISTRICTS</b>	A registered voter of the district. (H. and S.C. §13841-'90 and E.C. 359-'94)
<b>HOSPITAL DISTRICTS</b>	A registered voter residing in the district. Must state occupation and place of employment in ballot information under specified conditions. (H. and S.C. § 32100-'94, 32100.1-'94)
<b>MUNICIPAL WATER DISTRICTS</b>	A registered voter and a resident of the division for which they are elected. (W.C. §71250-'63, 71501-'63 and G.C. § 24001-'94)
<b>RECREATION AND PARK DISTRICTS</b>	A qualified voter of the district or a qualified voter of this state and an owner of real property property within the district. (P.R.C. §5783.3-'70)
<b>WATER AGENCIES:</b>	<ol style="list-style-type: none"> <li>1. <u>Bighorn Desert View Water Agency:</u> Director-at-Large: A registered voter and a resident of the agency. (W.C. Apps. Ch. 112-5-'89 and G.C. § 24001-'94)</li> <li>2. <u>Crestline-Lake Arrowhead Water Agency:</u> Registered to vote within the division for which he/she is a candidate. (W.C. Apps. Ch. 104-2-'62 and 104-42-'62)</li> <li>3. <u>Mojave Water Agency:</u> Registered to vote within the division he/she is a candidate. (W.C. Apps. Ch. 97-4-'86)</li> </ol>
<b>WATER CONSERVATION DISTRICTS</b>	A qualified elector of the division and a registered voter. (W.C. 74091-'65)

# **CHAPTER 2**

## **OBTAIN AND FILE CANDIDATE DOCUMENTS**

## OVERVIEW

When you come to the Registrar of Voters office or District Secretary for Special Districts, to obtain candidate papers for office, you will be given this handbook, along with various forms and instructions. Not everything applies to every office so please study this information carefully and call if you have a question.

The information that follows does not apply to write-in candidates. For specific information on write-in candidates, see page 19.

APPLIES TO	FORMS		TIME FRAMES	GENERAL DESCRIPTION
	ISSUED	FILED		
Candidates for school districts	R.O.V.	R.O.V.	7/16 through 8/10	During the Candidate filing period, candidates complete the <b>Declaration of Candidacy</b> , select a <b>ballot designation</b> , are given the <b>Oath of Allegiance</b> , and waive or submit – with payment – a <b>candidate statement</b> . Candidates also have the option of signing a <b>Code of Fair Campaign Practices</b> . At this time candidates must meet the qualification requirements for that office.
Candidates for special districts	R.O.V. And District Secretaries	R.O.V.	Extension to 8/15 when incumbent fails to file	

## DATES/LOCATIONS FOR TAKING OUT PAPERS

**Beginning 8:00 a.m. on July 16, 2001 – until 5 p.m. ☹ on August 10, 2001.**

School candidates must obtain from Registrar of Voters office (including off-site locations) only.

Special District candidates may obtain either from:

- District office, or
- Registrar of Voters Office, or
- Registrar of Voters Off-Site location **on specified dates only**

### Off-Site Locations:

**Yucca Valley July 31**  
10 a.m. to 4 p.m.  
Board of Supervisors,  
3<sup>rd</sup> Dist. Conference Room  
57407 29 Palms Highway

**Apple Valley August 2**  
9 a.m. to 4 p.m.  
Town of Apple Valley  
Conference Room  
20440 Highway 18

WHAT DO I RECEIVE:	PURPOSE
1. Copy of the Candidate Handbook	To explain rules/requirements, etc.
2. Declaration of Candidacy (includes ballot designation and oath of allegiance)	Form that qualifies an individual to be placed on the official ballot. Must be completed and filed by filing deadline.
3. Candidate Statement Form (includes waiver and instructions)	To state the education and qualifications of candidate. It is printed in the sample ballot and goes to all registered voters. A candidate statement is submitted at same time Declaration of Candidacy is filed - or a waiver is signed.
4. Code of Fair Campaign Practices	There are basic principles of decency, honesty, and fair play which every candidate for public office has a moral obligation to observe and uphold. This form lists what a candidate shall and shall not do to adhere to these principles. This is a <b>voluntary</b> form and can be filed anytime prior to the election.
5. Campaign filing forms/instructions	Appropriate forms and instructions will be given to comply with FPPC rules on establishing accounts, reporting contributions and expenditures, etc. (See chapter 5 for information on filing deadlines).

## **DATES/LOCATIONS FOR FILING PAPERS:**

**The filing deadline for this election is 5 p.m. ⌚ on August 10, 2001**

All candidates must file with Registrar of Voters.

If mailed, documents must be received by the above deadline – **A POSTMARK IS NOT SUFFICIENT.**

In addition to accepting filings at the Registrar of Voter's Office, Registrar's staff will also accept documents at the following sites:

	<b>Yucca Valley (July 31 only)</b> 10 a.m. to 4 p.m. Board of Supervisors, 3 <sup>rd</sup> District Conference Room 57407 29 Palms Highway	<b>Apple Valley (August 2 only)</b> 9 a.m. to 4 p.m. Town of Apple Valley Conference Room 20440 Highway 18
<b>EXTENSION OF DEADLINE:</b>	In the event an incumbent fails to file for office by the close of nomination on Friday, August 10, 2001, any person <u>other than the incumbent</u> shall have until 5:00 p.m.⌚, on August 15, 2001 to file for the office. (E.C. 10516-'94, 10604-'96)	
<b>WITHDRAWAL OF CANDIDACY:</b>	No candidate for District (school or special district) office may withdraw as a candidate after 5:00 p.m. on August 10, 2001 <u>unless</u> there is an extension for that district, then the candidates affected have until 5:00 p.m. on August 15th to withdraw. (E.C. 10510-'94, 10604-'96)	

## **DECLARATION OF CANDIDACY/OATH OF OFFICE:**

This is a two sided form used to declare your candidacy, provide your ballot designation, and take the oath of allegiance. Your name is entered by the filing officer at the time you are given this paper and other documents, and the Oath of Allegiance is administered. Once issued, these forms are public information.

- If you do not intend to file a candidate statement, and have selected your ballot designation, this form can be filed on the same date it is issued.
- If you are not prepared to select your ballot designation or do not know if you will do a candidate statement (or it is not ready at the time), the Declaration of Candidacy may be taken and returned at a later date - see deadlines above.

If you are physically unable to go to the Registrar of Voters office, or district office/off site location for special district candidates, call (909) 387-2079 or 2080 to determine if there is a legal alternative.

## **CAUTION:**

You are not officially filed as a candidate until your Declaration of Candidacy is filed at the Registrar of Voters office.



**BALLOT DESIGNATION (See Appendix B for Secretary of State Regulations):**

The following information should be used in selecting the designation that you wish to appear on the official ballot. This must appear on the Declaration of Candidacy at the time it is filed.

Ballot designations are public record as soon as the information is filled in on the Declaration of Candidacy.

You may view your own designation, as well as that of other candidates, at the Registrar of Voters office, from August 25 – September 3, 2001. (See Special Notice page for more information.)

1.	<p>Only <b><u>one</u></b> of the following options may be selected.</p> <p>a. A candidate may designate an elective office to which he/she was elected by a vote of the people.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>b. If a candidate is a candidate for the same office which he/she holds, he/she may then designate "incumbent" if he/she was elected to that office by a vote of the people. If he/she was appointed by the Governing Body, the word "appointed" must precede "incumbent" or the title of the office held.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>c. A candidate may use no more than three words designating either the current principle professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.</p>
2.	<p>Guidelines to ballot designations (basic test) include:</p> <p>a. Is it true?</p> <p>b. Is it accurate?</p> <p>c. If it is true and accurate, does it <u>mislead</u>?</p> <p>d. Is it generic? (This means "IBM" is out, "computer company" is okay.)</p> <p>e. Is it neutral? (This means not for or against)</p> <p>f. Is it how this person makes a living?</p>
3.	<p>Other restrictions include, but not limited to, the following:</p> <p>a. No candidate shall assume a designation that would mislead the voters.</p> <p>b. No candidate shall use the name of any political party.</p> <p>c. No designation may be accepted which would give an evaluation of a candidate such as outstanding, leading, expert, etc.</p> <p>d. No candidate shall use a word referring to racial, religious or ethnic groups.</p> <p>e. No designation shall have the word "retired" abbreviated or placed following any word or words which it modifies.</p> <p>f. No designation shall use a word or prefix such as "former" or "ex-", which means a prior status. Only exception is the use of the word "retired".</p> <p>g. No designation can refer to any activity prohibited by law.</p> <p>h. Volunteer may not be used unless you state type of volunteer work you perform (i.e. Volunteer Clerk, Volunteer Typist, Etc.)</p> <p>i. A candidate is not required to list a designation. (E.C. 13107-'99)</p>

## CANDIDATE STATEMENTS:

The following information should be used in preparing your statement. If you do not wish to have a candidate statement in the sample ballot pamphlet, you must sign a waiver to that effect on the Candidate Statement/Agreement form.

1. The law permits nonpartisan candidates to file a candidate statement to be mailed with the sample ballot. Filing of a statement is not mandatory, but is permissive if the candidate desires to file and pays the appropriate fee.
2. If a candidate statement is not filed, a waiver to that effect must be signed and filed with the Declaration of Candidacy.
3. Candidate statements are confidential until the filing period ends. At that time they become public information.
4. The viewing period for your candidate statement, as well as that of other candidates, is from August 25 to September 4, 2001. Viewing is at the Registrar of Voters office only. After the viewing period, the Registrar of Voters office is not responsible for any typesetting errors, unless they occur AFTER the viewing period. If voter pamphlet information is changed subsequent to a Writ of Mandate, the author's will be given another opportunity to proof the corrected typeset copy.

### DISTRIBUTION

The Registrar of Voters shall send to each voter together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. All candidate statements (and other sample ballot text) are translated into Spanish and provided to Spanish language requesters in a generic (not by ballot type) pamphlet. These Spanish pamphlets are mailed, in addition to English sample ballot pamphlets, to voters who request Spanish language election materials. This is in compliance with the Federal Voting Rights Act Extension of 1992. Spanish sample ballot pamphlets are also available at every polling place. (E.C. 13307 - '94)

### FILING

Candidate statements shall be filed with the office of the Registrar of Voters when the candidate's Declaration of Candidacy is returned for filing. The candidate statement shall be filed with the office of the Registrar of Voters no later than the 88th day before the election.

### WITHDRAWAL

May be withdrawn, but not changed, during the period for filing candidate papers and until 5 p.m. of the next working day after the close of the candidate filing period.

### PAYMENT OF FEE

- The Registrar of Voters estimates the total cost of printing, handling, translating, and mailing the candidate's statement, based on the assumption that multiple candidates will file candidate statements, and includes costs incurred as a result of complying with the Voting Rights Act of 1965, as amended, per E.C. 13307. This is an estimated cost only and may increase or decrease substantially.
- Payment is required at the time the candidate statement is filed. Cash cannot be accepted in the amount of \$100 or more.
- By County ordinance, a fee of \$15 will be charged for any check that is returned by the bank. In cases where difficulty has been experienced, future payments will only be accepted by cashier's check, money order, or cash if under \$100.
- If indigency is claimed regarding the payment of candidate statement costs, all forms and back-up documentation submitted will be turned over to the proper authorities for verification. Note also that this information is public record and available to the news media.

<b>PREPARATION:</b>	<ul style="list-style-type: none"> <li>• The statement shall be prepared on a form provided by the Registrar of Voters or submitted on a diskette along with a printed copy and filed with the Declaration of Candidacy. It must be TYPED in upper and lower case type, single spaced. Please see the "Example of Form" that discusses what is allowed.</li> <li>• The California Elections Code intends uniformity of appearance. Each statement is allowed the same amount of space in the sample ballot. The heading will be printed in 12 pt. Type, the name, age and occupation will be printed in 10 pt. Type, and the body of the text will be printed in 8 pt. type.</li> <li>• All statements will be printed in uniform style and size of type, in standard paragraph form . . . outline form is not acceptable. Please see the "Example of Format".</li> <li>• Statements will be typeset exactly as submitted. Candidates are therefore advised to carefully check their statements for errors in spelling, punctuation and grammar. The Registrar of Voters is authorized to make corrections only to the format of the statement.</li> </ul>
<b>CONTENT:</b>	<ul style="list-style-type: none"> <li>• The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words, of the candidate's education and qualifications expressed by the candidate. Such statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.</li> <li>• Nothing in this statement shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. (E.C. 13307 - '94)</li> <li>• Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1000). (E.C. 18351 - '94)</li> </ul>
<b>SUPERIOR COURT DECISION</b>	<p>Although E.C. 13307 does not expressly prohibit speaking about another candidate, it should be noted that a 1998 decision by an appellate court required a candidate to remove such references. A subsequent case decided in San Bernardino County Superior Court on this same issue relied on the appellate decision and required removal.</p>

\$

# APPROXIMATE COST FOR CANDIDATE STATEMENTS

\$

The following is an approximation of costs for **candidate statements** within the County of San Bernardino and shared counties. Approximate voters totals are based on February 4, 2001 registration figures.

- \* Shared with Riverside County
- \*\* Shared with Los Angeles County
- \*\*\* Shared with Inyo County

**NOTE:** For shared districts...make your check out to each County Registrar of Voters. We will issue two receipts and forward your candidate statement to the appropriate shared county.

OFFICE	APPROX. VOTERS	SAN BERNARDINO	SHARED COUNTY
<b>SCHOOLS</b>			
<b>COUNTY BOARD OF EDUCATION</b>			
Area A	153,087	1,325.00	
Area B	131,413	1,150.00	
Area D	125,240	1,100.00	
*Area E	249,684	2,095.00	275.00
<b>COMMUNITY COLLEGES</b>			
Barstow	16,884	235.00	
Chaffey	273,514	2,290.00	
Copper Mountain	24,671	300.00	
Palo Verde	3,318	125.00	
*San Bernardino	267,920	2,245.00	275.00
**Victor Valley	114,251	1,015.00	<sup>1</sup>
<b>UNIFIED SCHOOL DISTRICTS</b>			
Apple Valley	30,157	340.00	
Baker Valley	211	100.00	
Barstow	13,527	210.00	
Bear Valley	10,551	185.00	
Beaumont	5	100.00	
Chino Valley	64,134	615.00	
*Colton Joint	36,195	390.00	250.00
Fontana	41,698	435.00	
Hesperia	29,461	335.00	
Lucerne Valley	2,692	120.00	
Morongo Valley	24,671	300.00	
Needles	3,318	125.00	
Redlands	56,475	550.00	
Rialto	39,248	415.00	
Rim of the World	17,662	240.00	
San Bernardino City	85,992	790.00	

<sup>1</sup> Los Angeles County candidate statement costs are: English only - \$100.00 and English and Spanish - \$200.00.

OFFICE	APPROX. VOTERS	SAN BERNARDINO	SHARED COUNTY
<b>UNIFIED SCHOOL DIST (CONTINUED)</b>			
Silver Valley	3,116	125.00	
**Snowline Joint	12,306	200.00	<sup>2</sup>
Upland	35,276	410.00	
*Yucaipa-Calimesa Joint	21,792	275.00	275.00
<b>HIGH SCHOOL</b>			
**Chaffey Joint Union	132,527	1,160.00	<sup>3</sup>
Victor Valley Union	39,635	415.00	
<b>ELEMENTARY</b>			
Adelanto	8,847	170.00	
Alta Loma	29,738	340.00	
Central	16,404	230.00	
Cucamonga	7,680	160.00	
Etiwanda	20,873	265.00	
Helendale	2,663	120.00	
Mountain View	7,716	160.00	
**Mt. Baldy Joint	313	100.00	<sup>3</sup>
Ontario-Montclair	49,803	500.00	
Oro Grande	314	100.00	
Victor	27,811	320.00	

<b>SPECIAL DISTRICTS</b>			
<b>AIRPORT</b>			
Big Bear	10,221	180.00	
Yucca Valley	30	100.00	
<b>COMMUNITY SERVICES</b>			
Baker	136	100.00	
Barstow Heights	897	105.00	
Big Bear City	5,908	145.00	
Big River	633	105.00	
Daggett	227	100.00	
Lake Arrowhead	8,043	165.00	
Morongo Valley	1,744	115.00	
Newberry	1,085	110.00	
Yermo	714	105.00	
<b>COUNTY WATER</b>			
Apple Valley Foothill	235	100.00	
Apple Valley Heights	299	100.00	
Arrowbear Park	428	100.00	
Cucamonga	73,019	685.00	
Juniper-Riviera	178	100.00	

<sup>2</sup> Los Angeles County candidate statement costs are: English only - \$ 50.00; English and Spanish - \$ 100.00.

<sup>3</sup> Los Angeles County has no registered voters in this school district.

OFFICE	APPROX. VOTERS	SAN BERNARDINO	SHARED COUNTY
<b>COUNTY WATER (CONTINUED)</b>			
Mariana-Ranchos	579	105.00	
Thunderbird	350	100.00	
*West San Bernardino	22,383	280.00	250.00
<b>FIRE PROTECTION</b>			
Apple Valley	29,994	340.00	
Barstow	12,350	200.00	
Chino Valley Independent	58,662	570.00	
Crest Forest	7,901	165.00	
<b>RECREATION AND PARK</b>			
Rim of the World	16,970	235.00	
<b>WATER AGENCIES</b>			
Bighorn-Desert View	1,391	110.00	
Crestline-Lake Arrowhead			
Division 2	2,815	125.00	
Division 4	2,544	120.00	
Mojave			
Division 2	20,321	265.00	
Division 4	23,349	290.00	
Division 6	14,202	215.00	
<b>WATER CONSERVATION</b>			
Chino Basin			
Division 1	29,475	335.00	
Division 3	25,554	305.00	
Division 7	1,368	110.00	
San Bernardino Valley			
Division 2	4,532	140.00	
Division 4	1,881	115.00	
Division 5	10,498	185.00	
Division 6	22,170	280.00	
<b>WATER DISTRICTS</b>			
Baldy Mesa	5,840	145.00	
*Beaumont-Cherry Valley	2	100.00	300.00
Crestline Village	4,358	135.00	
East Valley	35,841	385.00	
Hi-Desert	9,939	180.00	
Joshua Basin	3,989	130.00	
Monte Vista	16,829	235.00	
Running Springs	2,549	120.00	
Twentynine Palms	5,672	145.00	
Victor Valley	22,871	285.00	

	APPROX. VOTERS	COST
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CITIES (INFORMATIONAL ONLY)		
<b>CITY OF CHINO</b>		
Member of the City Council	25,612	305.00
<b>CITY OF COLTON</b>		
Member of the City Council, 5th District	4,010	130.00
<b>CITY OF REDLANDS</b>		
Member of the City Council	34,907	380.00
<b>CITY OF SAN BERNARDINO</b>		
Mayor	70,857	665.00
Member of the City Council		
Ward 1	6,916	155.00
Ward 2	7,553	160.00
Ward 4	13,297	205.00

## EXAMPLE OF FORMAT:

The Sample Ballot is 8½" x 5½". This is a sample of the candidate statement as it will appear in the sample ballot. (actual size)

### CANDIDATE FOR EXAMPLE OFFICE SAMPLE DISTRICT

**NAME: PAT DOE**

**AGE: 66**

**OCCUPATION:** Fortune Teller/Comedian

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in the following paragraph.

HIGHLIGHTS: It is acceptable for a few words or phrases to be **bold** or underlined or **bold and underlined**. A few words may also be in ALL CAPITAL LETTERS or in ANY combination. The beginning of each paragraph may also be highlighted as shown in this example.

- It is acceptable to use a few bullet statements.
- Excessive (more than six) bullet statements will not be allowed.

PARAGRAPHS: The candidate statement is printed in standard paragraph form, which means each paragraph will start on the left and the margins will be justified (as shown in this example). A space will appear between paragraphs. Special indentations are not allowed. If bullets are used, indentation may not be more than standard paragraph indentation. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters staff will make modifications so it conforms to these rules.

s/Pat Doe

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### CANDIDATE FOR EXAMPLE OFFICE SAMPLE DISTRICT

**NAME: JOHN DOE**

**AGE: 45**

**OCCUPATION:** Political Consultant

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in the following paragraph.

HIGHLIGHTS: It is acceptable for a few words or phrases to be **bold** or underlined or **bold and underlined**. A few words may also be in ALL CAPITAL LETTERS or in ANY combination. The beginning of each paragraph may also be highlighted as shown in this example.

- It is acceptable to use a few bullet statements.
- Excessive (more than six) bullet statements will not be allowed.

PARAGRAPHS: The candidate statement is printed in standard paragraph form, which means each paragraph will start on the left and the right margins will be justified (as shown in this example). A double space will appear between paragraphs. Special indentations are not allowed. If bullets are used, indentation may not be more than standard paragraph indentation. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph.

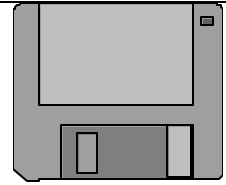
I belong to the following organizations: PTA...Chamber of Commerce...Zoological Society...Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. The Registrar of Voters staff will make modifications so it conforms to these rules.

s/John Doe





## PREPARATION OF CANDIDATE STATEMENTS ON DISKETTE



The statement should be prepared using a high density disk such as 3M.

We utilize Microsoft Windows 95 with Microsoft Word 97. The candidate statement must be submitted on a diskette that is compatible with Microsoft Word 6.0/95.

File formats that we can convert:

- WordPerfect for MS-DOS - Version 5.1 through .9
- WordPerfect for Windows - Version 5.1 through .9
- Microsoft Word for MS-DOS – Versions 3.0; 4.0; 5.0; 5.5; and 6.0
- Microsoft Word for Windows -Versions 1.1 through .9 and 2.1 through .9
- Microsoft Word for the Macintosh – Versions 4.1 through .9 and 5.1 through .9
- Microsoft Write for Windows
- Microsoft Works

File formats that we **can't** convert: WordPerfect 6.1 or higher. However, if you follow the following Guidelines, we will be able to accept the diskette.

- Save the candidate statement to the A-Drive.
- Save document as a Word for MS-DOS 6.0 document or lower

Use the Candidate Statement form provided by Registrar of Voters as a guide

Follow rules governing filing of the Candidate Statement.

If you have a question, call (909) 387-2079.

## VIEWING CANDIDATE STATEMENTS AND BALLOT DESIGNATIONS

### DATES

#### VIEWING PERIOD AUGUST 25, 2001 THROUGH SEPTEMBER 4, 2001 FOR:

Typeset sample ballot/voter pamphlet information

- Candidate occupations
- Candidate statements
- Local measure arguments/rebuttals

### WRIT OF MANDATE

#### THE DEADLINE TO FILE WRIT OF MANDATE – SEPTEMBER 4, 2001

This is the last date to file a court action to bring about changes that the Registrar of Voters cannot, or chooses not to make.

### THE LAW:

California Elections Code 13313 allows a ten day viewing period of the official voter's pamphlet prior to submittal for printing. During this 10 day period, any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the voter's pamphlet to be amended or deleted.

### PURPOSE

To view candidate statements, occupations (your own as well as other candidates), and local measure arguments and/or rebuttals, during the ten day viewing period.

To take action during this time, to reduce errors and resolve differences BEFORE sample ballots are printed and distributed.

Note: Once printing and mailing have begun, it may not be possible to re-print or re-mail without incurring significant cost to the taxpayer and possibly compromising the electoral process.

#### NEW PROCEDURE:

**All candidates and all proponents/opponents** of local measures/arguments/rebuttals, will be notified of the importance of viewing their own sample pamphlet content in it's typeset form – as well as that of **their opponent**.

- Any candidate or proponent/opponent of a measure who is unable to proof typeset content at the Registrar of Voters office, may request that the copy be faxed. The typeset copy must be signed off on by the candidate/proponent/opponent. However, it may be returned by fax, mail, or in person or through a representative.
- No changes to what was originally submitted will be allowed. ONLY TYPESETTING ERRORS WILL BE CORRECTED during this period.
- After the viewing period, the Registrar of Voters office is not responsible for any typesetting errors, unless they occur AFTER the viewing period. If voter pamphlet information is changed subsequent to a Writ of Mandate, the author's will be given another opportunity to proof the corrected typeset copy.
- Candidates are cautioned that the Registrar of Voters is not responsible for verifying the accuracy of the candidate statement. Candidates may view their own, or other candidates' statements after the close of the Declaration of Candidacy/Nomination Period.  
(E.C. 13313 - '94)

### VIEWING CITY CANDIDATES/MEASURES

City candidates and proponents/opponents of city measures, should contact the City Clerk for information on proofing voter pamphlet content. Each city is responsible for giving final approval before printing begins.

## CODE OF FAIR CAMPAIGN PRACTICES – SPECIFICS

<b>PURPOSE</b>	“It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters. The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.”	E.C. 20400
<b>APPLIES TO</b>	Any candidate running for public office in this state. Subscription to the Code is voluntary.	E.C. 20444
<b>WHEN/WHERE AVAILABLE</b>	The elections official issues a blank form of the code and a copy of the relevant section of the elections code. This is issued during the filing period – July 16 through August 10, 2001. If the filing period is extended, the issuance of this form is likewise extended.	E.C. 20440
<b>FILING</b>	Completed forms may be filed at any time prior to the election.  The elections official shall retain the forms for public inspection until 30 days after the election.	E.C. 20442
<b>ACCESS/VIEWING</b>	Completed forms are public information upon filing.	E.C. 20443

<b>WRITE-IN CANDIDATES</b>		
<b>GENERAL INFORMATION</b>	Candidates for any office must fill the requirements of Part 3 of Division 8 of the Elections Code, commencing at Section 8600.	E.C. 8600-'94
<b>FILING PERIOD/FEE</b>	<p>The filing time is September 10, 2001 until 5:00 p.m. on October 23, 2001.</p> <p>No filing fee or charge is required.</p>	
<b>BALLOT</b>	The candidate's names does not appear on the official ballot.	
<b>ELECTED PARTISAN/NON-PARTISAN</b>	In order to be elected to any office, the write-in candidate must receive more votes than any other candidate running for that office.	

# **CHAPTER 3**

## **OBTAIN AND FILE CAMPAIGN DOCUMENTS**

## OBTAIN AND FILE CAMPAIGN DOCUMENTS

When candidates file the Declaration of Candidacy, they receive the appropriate forms and instructions or manual. Candidates should familiarize themselves thoroughly with the information in the manual and note carefully the filing deadlines.

There are many different types of forms, for many purposes.

<b>WHO MUST REPORT/FILE</b>	<p>All candidates except U.S. Senator and Congressional are required to file campaign disclosure documents in accordance with the Political Reform Act of 1974, as amended. for more information contact Fair Political Practices Commission at (916) 322-5662.</p>	G.C. 81000 through 91015
	<p>Due to requirements of the Federal Election Campaign Act (as amended) candidates for federal office should contact the <b><u>Federal Election Commission at 999 E Street, N.W., Washington, D.C., 20463</u></b>, or call the toll-free number (800) 424-9530 for a copy of the Act, related regulations, and instruction manuals giving filing requirements for reporting campaign contributions and the forms on which to file.</p>	G.C. 82007
	<p><b><u>Candidate:</u></b> “Candidate” means an individual who is listed on the ballot or appointed in lieu of election or who has qualified to have write-in votes on his or her behalf counted by election officials, for nomination for or election to any elective office, or who receives a contribution or makes an expenditure or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office, whether or not the specific elective office for which he or she will seek nomination or election is known at the time the contribution is received or the expenditure is made and whether or not he or she has announced his or their candidacy or filed a declaration of candidacy at such time.</p> <ul style="list-style-type: none"> <li>• “Candidate” also includes any officeholder who is the subject of a recall election.</li> <li>• An individual who becomes a candidate shall retain his or her status as a candidate until such time as that status is terminated.</li> </ul>	G.C. 82007
	<p><b><u>Committee:</u></b> “Committee refers to any person or combination of persons who directly or indirectly:</p> <ol style="list-style-type: none"> <li>a. Receive contributions totaling one thousand dollars (\$1,000) or more in a calendar year;</li> <li>b. Makes independent expenditures totaling one thousand dollars (\$1,000) or more in a calendar year; or</li> <li>c. Makes contributions totaling ten thousand dollars (\$10,000) or more in a calendar year to or at the behest of candidates or committees.</li> </ol>	G.C. 82013

	<p><b><u>Controlled committee:</u></b> “Controlled Committee” refers to a committee which is controlled directly or indirectly by a candidate or state measure proponent or which acts jointly with a candidate, controlled committee or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent or any other committee he or she controls has a significant influence on the actions or decisions of the committee.</p>	G.C. 82016
<b>WHAT IS REPORTED</b>	<p><b><u>Campaign Funds:</u></b> All contributions must be segregated and shall not be commingled with the personal funds of the recipient or any other person.</p> <p><b><u>Contributions/Disbursements:</u></b></p> <ul style="list-style-type: none"> <li>• ...volunteer personal services are not considered as campaign contributions.</li> <li>• No monetary contribution of \$100 or more shall be made or received in cash.</li> <li>• No contribution shall be made, directly or indirectly, by any person in a name other than the name by which such person is identified for legal purposes.</li> <li>• No person shall make an anonymous contribution or contributions to a candidate, committee or any other person totaling one hundred dollars (\$100) or more in a calendar year. An anonymous contribution of one hundred dollars (\$100) or more shall not be kept by the intended recipient but instead shall be promptly paid to the Secretary of State for deposit in the General Fund of the State.</li> <li>• Written solicitation (including invitations to fund-raisers) sent by candidates and officeholders must identify the name of the particular controlled committee, the specific office, and the particular election for which contributions are being solicited.</li> <li>• No expenditure of \$100 or more shall be made in cash.</li> </ul>	G.C. 84307  G.C. 82015  G.C. 84300  G.C. 84301  G.C. 84304
<b>CONTENTS OF CAMPAIGN DISCLOSURE STATEMENTS</b>	<p>In addition to listing the total amounts received and disbursed during the filing period, the Campaign Statements must list:</p> <p>(a) Full name, street address, occupation, name of employer or principal place of business if self-employed, amount contributed, dates of each contribution and cumulative amount contributed During the calendar year of each person from whom a contribution or contributions totaling \$100 or more has been received, and;</p> <p>(b) Full name and street address of each person to whom an expenditure or expenditures totaling \$100 or more has been made together with the amount of each separate expenditure and a brief description of the consideration for which the expenditure was made.</p>	G.C. 84300 (b)

<b>FILING LOCATIONS</b>	<b><u>Addresses of filing locations:</u></b>		
	San Bernardino County Registrar of Voters 777 E. Rialto Avenue San Bernardino, CA 92415-0770 (909) 387-2079 FAX: (909) 387-2022	Secretary of State Political Reform Division P. O. Box 1467 Sacramento, CA 95812 (916) 653-6224	Fair Political Practices Commission P. O. Box 807 Sacramento, CA 95814 (916) 322-5660

<b>REPORTING SCHEDULE</b>	The following schedule lists the deadlines and <u>types</u> of statements – not the specific <u>form</u> used to report.
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<b>CAMPAIGN FILING SCHEDULE FOR NOVEMBER 6, 2001 GENERAL ELECTION</b>			
<b>FILING DEADLINE</b>	<b>TYPE OF STATEMENT</b>	<b>STATEMENT PERIOD<sup>4</sup></b>	<b>METHOD OF DELIVERY</b>
September 27, 2001	First Pre-Election	January 1, 2001 to September 22, 2001  or  July 1, 2001 to September 22, 2001	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
October 25, 2001	Second Pre-Election	September 23, 2001 To October 20, 2001	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service<sup>5</sup></li> </ul>
24 Hours <sup>6</sup>	Late Contributions and Late Independent Expenditures of \$1,000 or more	October 21, 2001 To November 5, 2001	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Telegram</li> <li>• Guaranteed Overnight Service</li> <li>• FAX</li> </ul>
January 31, 2002	Semi-Annual	October 21, 2001 To December 31, 2001	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>

<sup>4</sup> The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

<sup>5</sup> Personal delivery or guaranteed overnight delivery is required for officeholders/candidates, their controlled committees, and committees primarily formed to support or oppose candidates or measures being voted upon on November 6, 2001. All others may file by first class mail.

<sup>6</sup> The recipient of a late “in-kind” contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.



<b>PENALTIES</b>	<p><b>Caution:</b> The Political Reform Act of 1974 imposes penalties for late filing of campaign statements of \$10.00 per day up to a maximum of \$100.00, or the cumulative amount stated in the late statement, whichever is greater. Except for deadlines which fall on a Saturday, Sunday, or official state holiday, there are no provisions in the law for extensions of the due dates. Persons who do not comply with the requirements the law are also subject to severe criminal <u>and</u> civil penalties.</p>	
<b>TERMINATION OF REPORTING</b>	<p>Candidates, controlled committees and other committees do not automatically terminate or cease to have filing obligations unless they file a termination statement. They terminate their committees and I.D. numbers by filing an <u>original</u> Form 410 with the Secretary of State and a <u>copy</u> with the Registrar of Voters along with their final Form 460 depicting a zero balance.</p> <p>The Statement of Termination requires that the candidate or committee has:</p> <ul style="list-style-type: none"> <li>(1) Ceased to receive contributions or making expenditures or does Not anticipate receiving contributions or making expenditures in The future:</li> <li>(2) Eliminated or has declared that it has no intention or ability to discharge all of its debts, loans received and other obligations;</li> <li>(3) No surplus funds; and</li> <li>(4) Filed all required campaign statements disclosing all reportable transactions.</li> </ul> <p>ANY committee who begins raising or spending funds or receives the forgiveness of a loan after filing a Statement of Termination, will incur additional filing obligations.</p>	
<b>LIMITATIONS/ PROHIBITIONS</b>	<p><u>Honoraria</u> – Government Code 89502 prohibits a candidate for any state or local elective office or judicial office to accept any honoraria.</p> <p><u>Gifts</u> – Government Code 90503 imposes a limit on gifts to candidates for any state or local elective office or judicial office, and requires that the FPPC adjust the limit biennially to reflect changes in the consumer price index, rounded to the nearest \$10. The adjusted gift limit will be \$350 per calendar year from a single source.</p>	G.C. 89502, 89503

## DUTIES OF TREASURER

Note: Use of a treasurer of a committee does not relieve the candidate of responsibility. Read the following information carefully.

1. The treasurer of committees must verify that to the best of his or her knowledge the committee Campaign Statements are true and complete and must use all reasonable diligence in the preparation of such Statements.
  - a. Establish a system of record keeping sufficient to ensure that receipts and expenditures are recorded promptly and accurately, and sufficient to comply with regulations established by the commission related to record keeping.
  - b. Either maintain the records personally or monitor such record keeping by others.
  - c. Take steps to ensure that all requirements of the act concerning the receipt and expenditure of funds and the reporting of such funds are complied with.
  - d. Correct any inaccuracies or omissions in campaign statements of which the treasurer knows, and cause to be checked, and, if necessary correct any information in campaign statements which a person of reasonable prudence would question based on all the surrounding circumstances which the treasurer is aware or should be aware by reason of his or her duties under this regulation and the Act.
2. Candidates with respect to candidate campaign statements, a candidate must verify that to the best of his or her knowledge his or her own campaign statements are true and complete and must use all reasonable diligence in the preparation of such statements. To comply with these duties the candidate shall be subject to the same duties imposed upon treasurers as stated in paragraph 1 above.
3. Candidates with respect to campaign statements of committees they control, a candidate must verify to the best of his or her knowledge that the campaign statements filed by a committee he or she controls are true and complete and that the treasurer has used all reasonable diligence in preparation of such campaign statements. To comply with these duties the candidates shall:
  - a. Ascertain whether the treasurer is exercising all reasonable diligence in the performance of his or her duties including those duties specified under paragraph 1 above.
  - b. Take whatever steps are necessary to replace the treasurer or raise the treasurer's performance to required standards, if the candidate knows or has reason to know that the treasurer is not exercising all reasonable diligence in the performance of his or her duties.
  - c. Review with care the campaign statements prepared for filing by the committee.
  - d. Correct any inaccuracies and omissions in campaign statements of which the candidate knows, and cause to be checked, and, if necessary, corrected, any information in campaign statements which a person of reasonable prudence would question based on all surrounding circumstances of which the candidate is aware should be aware by reason of his or her duties under this regulation and Act.
  - e. Perform with due care any other tasks assumed in connection with the raising, spending or recording of campaign funds insofar as such tasks relate to the accuracy of information entered on campaign statements.

<p>f. Unless such steps are required to meet the standards set forth in the foregoing paragraphs 3a through 3e, a candidate is not responsible for establishing a record keeping, reviewing campaign finance records other than campaign statements, or personally taking steps to corroborate any information contained on a campaign statement.</p>
<p>4. Committees where no treasurer is designated, if a committee fails to designate a treasurer as required by Government Code Section 84100, the person who is primarily responsible for initiating and implementing the political activity of the committee will be considered the treasurer and will be subject to all the duties set forth in paragraph 1 of this regulation.</p>

SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
410 (01/01)	<p>Statement of Organization</p> <p>For use by individuals, groups or any other entity in organizing a committee that receives contributions totaling \$1,000 or more during a calendar year. (The term "contribution" includes monetary payments, loans and non-monetary goods or services.)</p> <p>Recipient Committee: A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year.</p> <p>Candidates: The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted toward qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot pamphlet are not counted toward the \$1,000 threshold.</p>	Secretary of State And Local Filing Officer	<ul style="list-style-type: none"> <li>• If it is known at the time of filing that contributions will exceed \$1,000, file Form 410 immediately.</li> <li>• If it is unknown at the time of filing that contributions will exceed \$1,000, Form 410 does not need to be filed until contributions reach \$1,000. Form must be filed within 10 days of receiving \$1,000.</li> </ul>
450 (12/99)	<p>Recipient Committee Campaign Statement – Short Form</p> <p>Form is for use by a recipient committee if the committee:</p> <ul style="list-style-type: none"> <li>• Is not controlled by a candidate. (Exception: Candidate controlled ballot measure committees may use this form.)</li> <li>• Has not received a contribution which must be itemized (a cumulative amount of \$100 or more from a single source);</li> </ul>	Local Filing Officer	

SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
450 (12/99) Continued	<ul style="list-style-type: none"> <li>Has not received any other payment of \$100 or more (Miscellaneous Increases to Cash);</li> <li>Has no outstanding loans made or received; and</li> <li>Has no accrued expenses (unpaid bills).</li> </ul> <p>The committee may use this form only if all of the above criteria are met. If all criteria are not met, the committee must use Form 460, Recipient Committee Campaign Statement</p>		
460 (8/99)	<p>Recipient Committee Campaign Statement</p> <p>The three "long form" campaign reports (Form 419 for ballot measure committees, Form 420 for general recipient committees, and Form 490 for candidates and their controlled committees) have been combined into one form for use by all candidates and committees. An amendment box is provided to identify amended filings. Form 405 is not required to amend the Form 460.</p> <ul style="list-style-type: none"> <li><b>Candidates, Officeholders and their Controlled Committees</b></li> </ul> <p>A candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with election to office or holding office. The Form 460 is also required if \$1,000 or more will be raised or spent during the calendar year at the behest of the officeholder or candidate.</p>	Local Filing Officer	<p>Close 9/22/2001 File 9/27/2001</p> <p>Close 10/20/2001 File 10/25/2001</p> <p>Close 12/31/2001 File 1/31/2002</p>

SUMMARY OF FORMS			
FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
460 (8/99) Continued	<ul style="list-style-type: none"> <li> <b>Ballot Measure Committees</b>   A person, entity, or organization that receives contributions totaling \$1,000 or more during a calendar year for the primary purpose of supporting or opposing the qualification, passage, or defeat of one or more ballot measures. </li> <li> <b>Primarily Formed Committees</b>   A person, entity, or organization that receives contributions totaling \$1,000 or more during a calendar to support or oppose a single candidate or officeholder, or two or more candidates or officeholders who are being voted upon in the same city, county, or multi-county election. This type of committee is not controlled by the candidate(s) or officeholder(s). </li> <li> <b>General Purpose Committee</b>   A person, entity, or organization that receives contributions totaling \$1,000 or more during a calendar year to support or oppose various candidates and measures (e.g., political parties, political action committees).   Non-controlled committees that do not receive contributions, loans, or miscellaneous receipts totaling \$100 or more from a single source during a calendar year may use Form 450 – Receipt Committee Campaign Statement – Short Form. </li> </ul>		

SUMMARY OF FORMS			
FORM #	PURPOSE	WHERE TO FILE	TIME FRAME
465 (12/99)	<p>Supplemental Independent Expenditure Report. For use by an officeholder, candidate or committee</p> <p>Which makes independent expenditures totaling \$500 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single measure.</p>	Local filing officer	
470 (12/99)	<p>Candidate and Officeholder Campaign Statement – Short Form. Form 470 may be used in connection with an election if less than \$1,000 has been raised or spent by or on behalf of the candidate, and the candidate anticipates raising or spending less than \$1,000 in connection with his or her candidacy for the entire calendar year. If the Form 470 is filed with the declaration of candidacy, or on or before the filing deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts and expenditures remain less than \$1,000.</p>	Local filing officer	<ul style="list-style-type: none"> <li>Form 470 can be filed with Declaration of Candidacy if the intent is not to receive or spend \$1,000 or more.</li> <li>Must be filed prior to first filing deadline 9/27/01</li> </ul> <p><b>Caution:</b> If form is filed <u>after</u> 1/31/2002, you will be required to comply with the Form 460 filing dates.</p>
470 (12/99) Supplement	<p>Supplemental Candidate and Officeholder Campaign Statement. This form only applies to candidates and officeholders who have filed the Form 470 and thereafter receive contributions or makes expenditures totaling \$1,000 or more in calendar year. A candidate's personal funds spent for a Candidate Statement are excluded from the \$1,000 threshold. The Form 470 Supplement revokes the previous Form 470.</p> <p>NOTE: Once a candidate or officeholder files a Form 470 Supplement, s/he will be required to file a Form 460. The cost of a Candidate Statement is included on the Form 460 as an expenditure.</p>	Secretary of State, Local filing officer, and each candidate seeking the same office	Within 48 hours of receiving or expending a total of \$1,000.

SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
496 (8/99)	Late Independent Expenditure Report. <sup>1</sup> Used to report late independent expenditures. A independent expenditures aggregating \$1,000 or more made to support or oppose a single candidate or a single ballot measure during the last 16 days before the election in which the candidate or measure is being voted on.	Filing officer(s) who would receive campaign statements	Require the filing of a 24-hour report each time independent expenditure aggregating \$1,000 are made to support/oppose a single candidate, not just during the late reporting period.
497 (8/99)	Late Contribution Report. Used to report a late contribution which totals \$1,000 or more. A late contribution includes loans and non-monetary contributions received during the late contribution period.	Filing officer(s) who would receive campaign statements	Require the filing of a 24-hour report each time a late contribution is made by the candidate
501(1/01)	Candidate Intention. To be filed by any candidate for a state or local office in California – before you solicit or receive any contributions (contributions include loans and the use of your personal funds for your campaign).	Registrar of Voters	Prior to soliciting or receiving campaign contributions
	Amendment to Candidate Intention. If any changes occur on a previously filed Form 501.		As soon as the changes take place
	Termination, Candidate Intention. If you have ceased receiving contributions or making expenditures in connection with the election.		As soon as you cease receiving or spending funds in connection with the election

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- 1 An “independent expenditure” is a payment for a communication (e.g., a mailing, billboard, or other advertisement) that supports or opposes the nomination, election or defeat of a clearly identified candidate or the passage or defeat of a ballot measure. An independent expenditure is different from a contribution in that the person making the expenditure is not making a payment to or at the behest of a candidate or a ballot measure committee, but is acting independently to support or oppose the candidate or ballot measure.



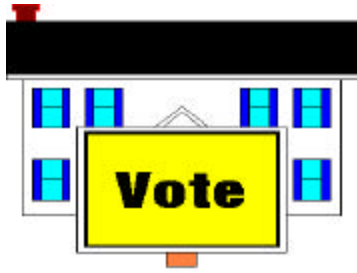
SUMMARY OF FORMS			
FORM#	PURPOSE	WHERE TO FILE	TIME FRAME
700	<p>Statement of Economic Interest.</p> <p>Exception: If a candidate has filed an assuming office or annual statement for the same jurisdiction within 60-days before filing a declaration of candidacy, that filer is not required to file another Statement of Economic Interest. A <u>copy</u> of the previously filed Form 700 must be filed.</p>	District Secretary	Upon assuming office

# **CHAPTER 4**

**REVIEW AND ADHERE TO RULES AND  
GUIDELINES FOR CAMPAIGNING**

<b>CAMPAIGN LITERATURE REQUIREMENTS</b>	
<b>LITERATURE</b>	A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the Declaration of Candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions. (E.C. 16-'94)
<b>PAID POLITICAL ADVERTISEMENT</b>	<p>Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in a 10-point roman type, whichever is larger, the words "Paid Political Advertisement". Such words shall be set apart from any other printed matter.</p> <p>As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. (E.C. 20008-'94)</p>
<b>USE OF SIMULATED BALLOT</b>	<p>A. Every simulated ballot or simulated ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or letter of such statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:</p> <div data-bbox="560 1008 1328 1432" data-label="Text"> <p style="text-align: center;"><b>NOTICE TO VOTERS</b> (Required by Law)</p> <p>This is not an official ballot or an official sample ballot Prepared by the county clerk, Registrar of Voters, or the Secretary of State. This is an unofficial, marked ballot Prepared by (insert name and address of the person or Organization responsible for preparation thereof). Nothing in this section shall be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.</p> </div> <p>B. No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.</p> <p>C. The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter is a violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. (E.C. 20009-'94)</p>

<b>MASS MAILINGS</b>	<p>Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail to the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.</p> <p>If the sender of the mass mailing is a single candidate or committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).</p> <p>If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).</p> <p>"Mass mailing" means over 200 substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request letter or other inquiry are not "mass mailings". (G.C. 82041.5-'88)</p>
<b>MASS MAILINGS AT PUBLIC EXPENSE</b>	<p>No newsletter or other mass mailing shall be sent at public expense. (G.C. 89001-'88)</p>



# POSTING OF POLITICAL SIGNS

## POSTING OF TEMPORARY POLITICAL SIGNS

**STATE:** Following is a letter from the California State Department of Transportation providing information about State law governing campaign signs. It includes the Statement of Responsibility form.

DEPARTMENT OF TRANSPORTATION  
Right of Way  
Office of Outdoor Advertising  
1120 "N" Street, Mail Station 37  
P.O. Box 942874  
Sacramento, CA 94274-0001  
916.654.4790  
FAX: 916.654.4956

Dear Candidate or Committee Member:

As a candidate or campaign worker for either an office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising display controls. No such political signs, however, may be placed within the right of way of any highway or within 660' of the edge of and visible from the right of way of a landscaped freeway.

Temporary political signs are signs, which meet the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

A Statement of Responsibility form is attached to this letter.

Please pass this information along to those assisting in your campaign and complete and return the Statement of Responsibility form to the appropriate district office. We will gladly answer any questions in respect to the form.

**(Continued)**

**(Department of Transportation letter continued)**

Because the law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election, we are calling these provisions to your attention to avoid possible embarrassment to you and your supporters.

Sincerely,

s/Debra Todd  
Outdoor Advertising Branch

Attachment: Statement of Responsibility Form

**STATEMENT OF RESPONSIBILITY FOR  
TEMPORARY POLITICAL SIGNS**

**Election Date:** \_\_\_\_\_ March \_\_\_\_\_ November Other: \_\_\_\_\_

**County in which Election  
is being held:** \_\_\_\_\_

**Candidate's Name:** \_\_\_\_\_

**Office sought or  
Proposition Number:** \_\_\_\_\_

**Number of signs to be placed:** \_\_\_\_\_

**Responsible Party's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number (Include Area Code):** \_\_\_\_\_

The undersigned accepts responsibility for removal of signs placed in respect to the above candidate (or proposition) as stated below and in accordance with Section 5405.3 of the Business and Professions Code.

It is understood and agreed that any signs placed pursuant to Section 5405.3 of the Business and Professions Code and not removed within ten (10) days after the election may be removed by the Department and the undersigned hereby agrees to pay the costs of removal upon submission of invoice by the Department.

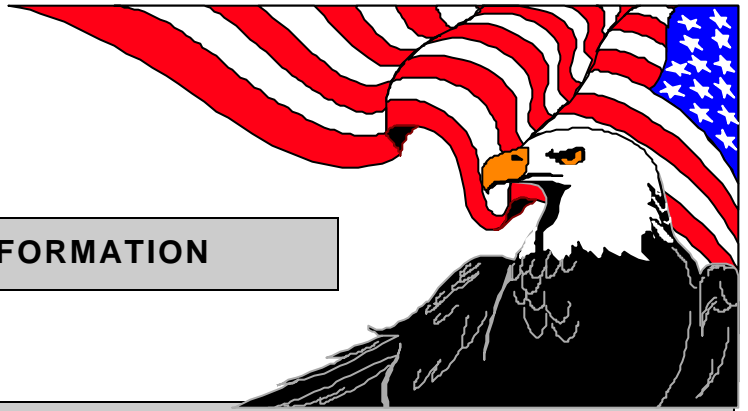
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party


**Mail Statement of Responsibility to:** Department of Transportation  
Division of Right of Way  
464 W. 4<sup>th</sup> St  
8<sup>th</sup> Floor, MS M  
San Bernardino, CA 92401-1400

<b>POSTING OF TEMPORARY POLITICAL SIGNS (continued)</b>	
<b>SAN BERNARDINO COUNTY:</b>	The following guidelines on posting of temporary political signs in San Bernardino County areas is provided to be of assistance. More detailed information, or updates, can be obtained by contacting the San Bernardino County Fire Department, P&E, (909) 387-4044.
<b>A temporary political sign is any sign that indicates any one or a combination of the following:</b>	
<ol style="list-style-type: none"> <li>1. The name or picture of an individual seeking election or appointment to a public office.</li> <li>2. Relates to a forthcoming public election or referendum.</li> <li>3. Advocates a person, group, or party's political views or policies.</li> </ol>	
<b>A temporary political sign is permitted in any land use district subject to the following limitations:</b>	
<ol style="list-style-type: none"> <li>1. Such political signs shall be removed within thirty (30) days after the same election.</li> <li>2. Such political signs shall have a maximum area of eight (8) square feet in residential land use districts and thirty-two (32) square feet in all other land use districts, unless such sign is an accessory (e.g. campaign headquarters) or primary sign permitted by this chapter.</li> <li>3. Such political signs shall not be erected within any street intersection, clear sight triangle or at any location where the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign.</li> <li>4. Such political signs shall not be nailed or affixed to any tree, fence post or public utility pole and shall not be located in the public right-of-way, parkway or on publicly owned land.</li> </ol>	
<b>CITIES:</b>	If you are planning to post signs within an incorporated city, you must contact the individual city, Code Enforcement Department, regarding their political sign ordinance.





**POLLS INFORMATION**

<b>POLLING PLACES</b>	
<p>THE POLLS ARE OPEN FROM 7:00 A.M. UNTIL 8:00 P.M.</p> <p>The following rules/regulations are presented to assist you in running a trouble free campaign and in avoiding problems.</p>	
<b>WORKING AT THE POLLS</b>	The Registrar of Voters office does not allow a candidate, or a relative of any candidate for elective office, to serve as a poll worker in that jurisdiction.
<b>BEING A POLLING PLACE</b>	A candidate's residence shall not be designated as a polling place for an election at which that candidate's name will appear on the ballot. (E.C. 12287-'00)
<b>DISTRIBUTING POLLING PLACE LOCATIONS</b>  	<p>Please keep in mind that polling place locations, and their addresses, may change from one election to the next – and unfortunately, sometimes even within the same election! This is important for you to remember when using a polling place list. Whether you have purchased the list from our office, or from another source, if it's not entirely current, then it's probably not entirely accurate. Please read on . . .</p> <p>The California Elections Code (E.C. 18302-'94) states:</p> <p><i>“Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution.”</i></p>
<b>WHY POLLS CHANGE</b>	<p>There are many reasons for choosing or changing a particular polling place. Any, or all of, the following reasons may apply:</p> <ul style="list-style-type: none"> <li>• Facilities become overcrowded or permission is no longer granted for a facility to be used as a polling place, so new ones must be found.</li> <li>• As precincts grow, boundaries have to be revised. This could result in your having to be assigned to a different polling place.</li> <li>• Previous polling place not accessible to the disabled and the elderly as dictated by law.</li> <li>• The different grouping of districts in an election could make it necessary to change your polling place from election to election.</li> <li>• We may have had complaints about the old polling place.</li> </ul>

<b>CAMPAIGNING/ ELECTIONEERING</b>	<p>No person shall do any of the following within 100 feet of a polling place. 100 feet begins at the doorway of the room in which voters are voting:</p> <ul style="list-style-type: none"> <li>• Circulate any petitions.</li> <li>• Solicit a vote, speak about marking a ballot, wear campaign insignia, or clothing with campaign slogans or political advertisements.</li> <li>• Post any signs relating to candidates and/or measures.</li> <li>• Perform any type of electioneering activities.</li> </ul> <p>Poll workers are instructed to check for electioneering throughout the day. If a poll worker advises you that you are too close or are in any way electioneering, please comply with the request to correct the problem. If the poll worker is unable to resolve a problem, the Registrar of Voters will send a Troubleshooter to the polls which is a time consuming and costly remedy. If that does not work, we will then request local law enforcement assistance.</p>										
<b>OBSERVING</b>	<p>You are certainly welcome to observe activity at any polling place on election day – from the time the polls open until the polls are closed and the poll workers depart to return ballots and supplies to the collection center. However, in order not to disrupt the voting process, it is suggested that you and your campaign workers review the following material that is given in training to our poll workers. It explains some of the do's and don'ts of observation.</p> <table border="1" data-bbox="492 793 1552 1713"> <thead> <tr> <th colspan="2" data-bbox="492 793 1552 846"> <b>RULES FOR POLL WATCHERS/OBSERVERS</b> </th></tr> </thead> <tbody> <tr> <td data-bbox="492 846 711 972"></td><td data-bbox="711 846 1552 972"> <p>Anyone may be a poll watcher, but most often poll watchers are people who are working with one of the political parties or for a candidate. Although poll watching is allowed by law, there are rules and guidelines that must be followed.</p> </td></tr> <tr> <td data-bbox="492 972 711 1056"> <b>DEFINITION</b> </td><td data-bbox="711 972 1552 1056"> <p>A poll watcher is someone who is observing the procedures at the polls and/or monitoring who has or has not voted.</p> </td></tr> <tr> <td data-bbox="492 1056 711 1224"> <b>PURPOSE</b> </td><td data-bbox="711 1056 1552 1224"> <p>A poll watcher's main purpose is to "Get Out The Vote". To accomplish this, poll watchers continually check the posted copy of the Street Index to see who has or has not voted. They may also want to check the Roster to see who has received an Absentee Ballot.</p> </td></tr> <tr> <td data-bbox="492 1224 711 1713"> <b>RULES</b> </td><td data-bbox="711 1224 1552 1713"> <p>Please enforce the following rules with regard to poll watchers:</p> <ol style="list-style-type: none"> <li>1. Poll watchers are <u>NOT</u> permitted to disturb voters or Interfere with the election process in any way.</li> <li>2. Poll watchers may ask questions, but may <u>NOT</u> interfere with poll workers duties or disturb voters.</li> <li>3. Poll watchers may <u>NOT</u> sit at the election table.</li> <li>4. Poll watchers may <u>NOT</u> remove the Street Index from the immediate area. It may be removed from the wall for use, but then must be re-posted.</li> <li>5. If more than one person or group wishes to use the Street Index or the Roster of Voters, it must be shared Equally.</li> <li>6. The Roster of Voters may only be used at the election table, and for only as long as it is not needed by the election board.</li> </ol> </td></tr> </tbody> </table>	<b>RULES FOR POLL WATCHERS/OBSERVERS</b>			<p>Anyone may be a poll watcher, but most often poll watchers are people who are working with one of the political parties or for a candidate. Although poll watching is allowed by law, there are rules and guidelines that must be followed.</p>	<b>DEFINITION</b>	<p>A poll watcher is someone who is observing the procedures at the polls and/or monitoring who has or has not voted.</p>	<b>PURPOSE</b>	<p>A poll watcher's main purpose is to "Get Out The Vote". To accomplish this, poll watchers continually check the posted copy of the Street Index to see who has or has not voted. They may also want to check the Roster to see who has received an Absentee Ballot.</p>	<b>RULES</b>	<p>Please enforce the following rules with regard to poll watchers:</p> <ol style="list-style-type: none"> <li>1. Poll watchers are <u>NOT</u> permitted to disturb voters or Interfere with the election process in any way.</li> <li>2. Poll watchers may ask questions, but may <u>NOT</u> interfere with poll workers duties or disturb voters.</li> <li>3. Poll watchers may <u>NOT</u> sit at the election table.</li> <li>4. Poll watchers may <u>NOT</u> remove the Street Index from the immediate area. It may be removed from the wall for use, but then must be re-posted.</li> <li>5. If more than one person or group wishes to use the Street Index or the Roster of Voters, it must be shared Equally.</li> <li>6. The Roster of Voters may only be used at the election table, and for only as long as it is not needed by the election board.</li> </ol>
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**(Continued)**



<b>OBSERVING (Continued)</b>	<ol style="list-style-type: none"> <li>7. When the polls close, if a poll watcher asks to see the Roster of Voters, the poll worker will do the following: <ul style="list-style-type: none"> <li>• Explain to the person that at this time they are required by the Registrar of Voters office to begin closing procedures and that they will be using the Roster of Voters to complete the counts.</li> <li>• If poll workers have finished using the Roster and there are a few minutes remaining while all of the supplies are being packed, the poll watcher may look at the Roster during this time.</li> </ul> </li> <li>8. When the packing of supplies has been completed, poll workers should retrieve the roster from the poll watcher.</li> </ol>
<b>ELECTION DAY PROBLEMS</b>	<p>If you see any activity on election day that you think is improper, please contact the Registrar of Voters office immediately so that we can investigate. The sooner we know of a problem, the sooner we can eliminate it. Telling us of a problem the day after the election is helpful but does not allow us to fix problems for the voters who voted in that election.</p> <div data-bbox="954 798 1183 877" style="border: 1px solid black; padding: 5px; text-align: center;"> (909) 381-2860 </div>


## USE OF ABSENTEE VOTING IN CAMPAIGNS

**Note:** Be sure to see the Secretary of State's "***A Guide to Absentee Voting***" (Appendix "B" of this Handbook)

<b>DEFINITIONS</b>	<p>The words "absentee" and "mail ballot" are sometimes used interchangeably and can be confusing.</p> <ul style="list-style-type: none"> <li>• ANY voter may apply for an absentee ballot - there are no special requirements/no need to be out of town, etc. These voters have the option of going to their polls to vote or of voting an absentee ballot. Because we mail these ballots to voters upon their request, they are sometimes called mail ballots.</li> <li>• However, there is a category of voter who receives what we call a "mail ballot". They reside in a precinct/area with fewer than 250 people and no polling place has been established. All voters in that precinct automatically receive a mail ballot - they do not need to apply.</li> <li>• During the last seven days prior to the election no absentee ballots can be mailed <u>to</u> voters. Any voter can come in to the election office and receive a ballot during that time - either to vote on-site, or to take and return by election day. These voted ballots cannot be returned by mail. This method of voting is called an "emergency ballot".</li> </ul>
<b>VOTING BY MAIL IN CALIFORNIA</b>	<p>Getting out the absentee vote can be an effective tool. However, there are many laws that apply to this process. Whether you want to target absentee voters, or just want to know more about the process and laws, you should study the attached pamphlet prepared by the Secretary of State. This pamphlet contains valuable information on all phases of the absentee voting process, including legal penalties for fraudulent absentee voting/activities.</p> <p>Remember – planning ahead and attention to details, especially relating to the absentee ballot process, will save the campaign and the Registrar of Voters money, time, and increase voter participation.</p>
<b>ABSENTEE APPLICATIONS</b>	<p>The Registrar of Voters provides each voter with an application for an absentee ballot, on the back cover of the sample ballot. These applications are the easiest for us to process because they contain special bar codes that eliminate data entry. However, candidates or campaigns may want to distribute their own absentee application. If so,</p> <ul style="list-style-type: none"> <li>• Study the attached pamphlet carefully <u>before</u> proceeding.</li> <li>• Use the generic application form in the pamphlet or the <u>camera ready form provided</u> in this handbook by our office. The forms must state: <ul style="list-style-type: none"> <li>⇒ Name of candidate</li> <li>⇒ Name of campaign or organization</li> <li>⇒ Address and phone number of organization providing form.</li> </ul> </li> <li>• <b>Have your application approved by the Registrar of Voters <u>before</u> copies are made.</b> (See Cost Incentive on next page)</li> </ul>

USE OF BAR CODES:	
PURPOSE	The Registrar of Voters encourages bar coding of the voter's affidavit number when preprinting absentee/mail ballot application forms. The use of this type of bar code dramatically decreases the processing time of the absentee/mail ballot applications. The amount of time needed to process a bar coded application is 20 times less than key entering the voter's name and/or affidavit number. This means faster ballot delivery to voters!
COST INCENTIVE	An incentive for the application of bar codes to campaign (absentee ballots) applications is <b>\$100.00 per election</b> . A sample of the application, with the bar code printed, must be turned in for testing and approval by the Registrar of Voters office, <b>prior to</b> the authorization of the special discount.
STANDARDS	<p><b>WARNING:</b> The format cannot be changed after the official authorization. If changes are made that prevent the scanning of the bar codes by the Registrar of Voters, the discount will be disallowed.</p> <p><b>The following criteria <u>must</u> be utilized in the creation of bar codes.</b></p> <ul style="list-style-type: none"> <li>• The county of San Bernardino uses what is commonly called a “<b>3 of 9</b>” or “<b>39</b>” type bar code. This means that it uses <b>3 bars of the 9 available bars</b> to represent each character.</li> <li>• The reason for using this bar code standard over the others (such as the <b>Universal Product Code</b> or “<b>UPC</b>” code found on store items) is because the voter's affidavit number contains both <b>ALPHABETIC</b> and <b>NUMERIC DATA</b>.</li> <li>• When translating the affidavit number into a bar code, the <b><u>entire 9 digit field</u></b> allocated for the affidavit number <b><u>must be converted</u></b>. This includes all spaces or blanks, special characters, etc.</li> <li>• A delimiter called a “<b>GUARD BAR</b>” must be printed at the beginning and ending character of the bar code field. The “3 of 9” system uses the same “<b>GUARD BAR</b>” character - the asterisk (*) to identify the front and rear of the contents of the bar code field.</li> <li>• When generating the actual bar code on a document there is no standard size called for in the “3 of 9” type code. We recommend the <b>bars be at least ¼ inch high</b>, and the <b><u>entire bar code be NO LESS THAN 2 INCHES and NO MORE THAN 3 INCHES IN LENGTH</u></b>. (Ideal bar code dimensions are 7/8” x 2 3/8”.)</li> </ul> <p>If you have any further questions regarding the standards or procedures outlines, please contact the Computer Support Division at the Registrar of Voters office for additional help. <b>(909) 387-2100</b></p> <p><b>Note:</b> On the following page is an EXAMPLE of an <b>APPLICATION FOR AN ABSENTEE BALLOT</b> which can be used when requesting this feature from your printer.</p>
APPROVAL	Bar codes must be approved <u>before</u> any applications are distributed.

<p><b>CAUTIONS REGARDING APPLICATIONS</b></p> 	<ul style="list-style-type: none"> <li>☞ Targeting voters using outdated tapes or reports can inflate printing and mailing costs, minimizing the expected results for your campaign.</li> <li>☞ In order to avoid confusing the voters and creating duplicate application problems, candidates/ campaigns/individuals should not distribute applications earlier than 60 days prior to an election.</li> <li>☞ Targeting voters using inappropriate tapes or reports may reach voters ineligible to vote in the targeted district, and therefore unnecessarily increase your expenses.</li> <li>☞ Preprinting the mailing address on the application instead of the residence address results in ballot delays due to additional required correspondence to and from the voter to verify the residence address.</li> <li>☞ Misleading the voter that they are signing something other than an absentee/mail ballot application results in accusation of campaign “foul play” and blemishes the integrity of the candidate or cause.</li> <li>☞ Misleading voters by using a return address such as “Absentee Ballot Center” in care of the candidate’s headquarters or Post Office Box. This implies that applications are being returned to an official government election office.</li> <li>☞ Voter confusion can result in loss of votes.</li> <li>☞ Withholding applications longer than the <b>36 hour</b> legal requirement, or beyond the application deadline, is a <b>misdemeanor</b>. This also delays the ballot delivery to the voter, who may be leaving town. Therefore, withholding applications may result in loss of votes.</li> <li>☞ Providing prepaid postage for application return may be a violation of federal law for any campaign, candidate, individual group, or organization.</li> </ul>
<p><b>CAUTIONS REGARDING BALLOTS</b></p> 	<ul style="list-style-type: none"> <li>☞ It is a crime to interfere with anyone’s right to vote (Election Code 18502).</li> <li>☞ It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange for their vote for a particular person or issue in a Federal Election. Similarly, it is against the law to refrain someone from voting (Election Code 18521, 18522, and 18524).</li> <li>☞ It is a crime to interfere with the prompt return of a voted absentee ballot (Elections Code 18577), or to attempt to vote a fraudulent absentee ballot (Elections Code 18578).</li> <li>☞ It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he/she is voting an absentee ballot (Elections Code 18371)</li> <li>☞ It is illegal for anyone other than specific family members to return the absentee ballot for a voter.</li> </ul>

<p><b>NOTICE TO VOTERS - PROTECT YOUR VOTE</b></p> 	<p>The following notice is inserted in every absentee ballot mailed by our office. If we receive inquiries or complaints that indicate any candidate or campaign is illegally interfering in the absentee voting process, we will vigorously pursue an investigation and ensure that appropriate action is taken.</p> <p>When voting a ballot in your home, only you can protect your rights. At the polls, poll workers ensure that no electioneering takes place near the polls, that you vote in privacy, that your ballot remains secret, and that the ballot is secured and returned directly to the Registrar of Voters for counting. If you vote from your home, you must take responsibility to ensure that no one tries to influence how you vote, that it remains secret, and that it is returned safely to the Registrar of Voters office.</p> <ul style="list-style-type: none"> <li>• <b>MARKING YOUR BALLOT</b> - Do not allow another individual to mark your ballot for you unless you are physically unable to mark it yourself. It is illegal for this person to try to influence how you vote while you are in the process of voting your ballot. Be certain that the person you ask to assist you with marking your ballot can be trusted to follow your instructions.</li> <li>• <b>RETURNING YOUR BALLOT</b> - If you are unable to personally mail your ballot or return it directly to the Registrar of Voters office (or polling place on election day), you may authorize certain family members to return the voted ballot for you by completing the "Authorized Agent" portion on the ID/Return envelope. It is illegal for anyone other than specific family members to return the ballot for you. Handing over your ballot with the signed ID/Return envelope provides the opportunity for your vote to be altered or discarded.</li> </ul>								
<p><b>SCHEDULE/DATES</b></p>	<table> <tr> <td><b>September 7, 2001</b></td><td>Do not distribute absentee applications before this date.</td></tr> <tr> <td><b>October 9, 2001 through October 30, 2001</b></td><td>Period for processing absentee ballot applications.</td></tr> <tr> <td><b>October 31, 2001 through November 6, 2001</b></td><td>Period for obtaining emergency ballot at Registrar of Voters office.</td></tr> <tr> <td><b>November 6, 2001 (8:00 p.m.)</b></td><td>Deadline for receipt of absentee ballots.</td></tr> </table>	<b>September 7, 2001</b>	Do not distribute absentee applications before this date.	<b>October 9, 2001 through October 30, 2001</b>	Period for processing absentee ballot applications.	<b>October 31, 2001 through November 6, 2001</b>	Period for obtaining emergency ballot at Registrar of Voters office.	<b>November 6, 2001 (8:00 p.m.)</b>	Deadline for receipt of absentee ballots.
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<b>November 6, 2001 (8:00 p.m.)</b>	Deadline for receipt of absentee ballots.								

**EXAMPLE OF APPLICATION FOR AN ABSENTEE BALLOT  
NOVEMBER 6, 2001 – CONSOLIDATED ELECTION**

**APPLICATION FOR AN ABSENTEE BALLOT**

**CONSOLIDATED ELECTION ON NOVEMBER 6, 2001**

To obtain an Absentee Ballot, complete the information on this form. This application must be received by the Registrar of Voters no later than 5:00 p.m. on October 30, 2001. DATE OF BIRTH \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

(First)

(Middle Name)

(Last Name)

RESIDENCE ADDRESS IN SAN BERNARDINO COUNTY (Please Print)

\_\_\_\_\_  
(Number and Street (P.O. Box, Rural Route, etc. not acceptable) (Designate N., S., E., W., if used)

(City)

(Zip Code)

TELEPHONE NUMBER ( ) \_\_\_\_\_ ( ) \_\_\_\_\_.

PRINT MAILING ADDRESS FOR BALLOT (If different than above):

Note: Organizations distributing this form may not preprint mailing address information.

\_\_\_\_\_  
(Number and Street/P.O. Box)

(City)

(State or County)

(Zip Code)

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT**

I have not applied for an absentee ballot for this election by any other means. I certify under penalty of perjury under the Laws of the State of California that the name and residence on this application are true and correct.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

**NOTICE**

You have the legal right to mail or deliver this application directly to:

Registrar of Voters  
777 East Rialto Avenue  
San Bernardino, Ca. 92415-0770

Phone: (909) 387-2047

Returning this application to anyone other than your election official may cause a delay that could interfere with your right or ability to vote.

Voters with specified disabilities may qualify as PERMANENT ABSENT VOTERS. Contact the Registrar of Voters at (909) 387-2047 for further information.

The format used on this application must be used by ALL individuals, organizations and groups that distribute absentee ballot applications. *Elections Code Section 3007*  
Failure to conform to this format may result in criminal prosecution.  
(*Elections Code Section 18402*)

**WARNING:** Perjury is punishable by imprisonment in State prison for two, three or four years. (*Section 126 of the Ca. Penal Code*)  
This form is provided by: (Name, Address, & Telephone Number)

↑  
The name, address and telephone number must be completed by the campaign.  
Applications received from campaigns without this information will be rejected.

**EXAMPLE  
OF  
CAMERA READY COPY**



**EXAMPLE OF RETURN ADDRESS FOR APPLICATION FOR ABSENTEE BALLOT  
NOVEMBER 6, 2001 – CONSOLIDATED ELECTION**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

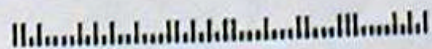
Did you sign your application?

**DATED MATERIAL**

**REGISTRAR OF VOTERS**  
777 E. Rialto Avenue  
San Bernardino, CA 92415-0770



First  
Class  
Postage



# **CHAPTER 5**

## **LEARN ABOUT SERVICES PROVIDED BY REGISTRAR OF VOTERS**

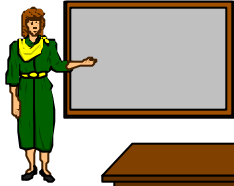
**DON'T FORGET**

**CAMPAIGN SERVICES MEETINGS**

**AUGUST 20<sup>TH</sup>**

**12:00 NOON OR 6:00 P.M.**

**RSVP – (909) 387-2078/2079**



## REGISTRATION DRIVES AND CLASSES

### AFFIDAVIT OF REGISTRATION FORMS/CLASSES

Affidavits of Registration may be obtained from the Registrar of Voters office according to the following guidelines.

- ☒ The public may obtain a one-time issue per year of 49 affidavits by coming to the Registrar of Voters office.
- ☒ To obtain more than 49 affidavits, the candidate or designated coordinator of a campaign or organization must attend a Voter Registration Class. Those who have attended the class are then eligible to obtain large quantities of registration forms as needed.
- ☒ **Registration classes are held every Tuesday at 10:30 a.m. and last approximately one hour.**
- ☒ Reservations are not required to attend registration classes.
- ☒ Alternative class times can be scheduled by appointment by calling Voter Outreach Services at (909) 386-8348.

REGISTRATION AND ELECTION DATA SERVICES	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b><u>NOTICE:</u></b></p> <p>Voter telephone numbers are not updated. They reflect what the voter provided on the original Voter Registration Card. They have not been updated by the Registrar of Voters to reflect any changes in area codes.</p> </div>	
<b>AVAILABLE TO</b>	The Registrar of Voters office offers to candidates and their campaign committees several registration and election data services. The California Elections Code allows the voter registration files to be used for political purposes only.
<b>TO PLACE ORDER</b>	Please call Candidate Services at (909) 387-2080/2079 for assistance in placing an order and in determining costs. Orders are available within three (3) business days. Customers may pick up orders at the Registrar of Voters office, orders can be mailed, or you may provide a Federal Express or UPS number. Note: Orders for CD's, and/or diskettes cannot be processed the last week before an election due to computer use for election preparation.
<b>FEES DUE</b>	Prices may vary, depending on the number of voters in the jurisdiction ordered, or the processing required. All costs/fees are to be paid the time the order is placed.
<b>DISCOUNT AVAILABLE</b>	If you are planning to order ABSENTEE LISTS/LABELS on a continuous basis please contact our office at (909) 387-2080 for information on special discounts. (Pertains to orders placed by the 29 day close.) On a \$300 deposit for absentee labels you receive a 10% discount on each order.
	Discount for applying BAR CODES to campaign (Absentee Ballot) applications is \$100 per election. Contact Computer Support at (909) 387-2100 for requirements and specifications. Bar coding must be proofed by the Registrar of Voters office to make sure it is readable prior to receiving the discount.

LISTS			
Type	Description	Fee	Options (Available by:)
<b>Voter Index</b> (a.k.a.: Walking Lists, Precinct Lists, Index of Registered Voters, etc.)	This list is usually used for walking precincts. It contains voter name, residence address, phone number and party. It does not contain voting history, or mailing addresses. It has limited sorts at the fee indicated. It lists voters registered as of the date run, and prints the information in home precinct order. Within each precinct, the list is sorted in alpha street order with addresses in numerical sequence.	First thousand or fewer names \$38.00. Each additional thousand names, or fraction thereof, \$1.50.  Each candidate may receive up to two copies of these lists at this price. If more lists are needed the cost will be the same as Registered Voters List below.	a. Jurisdiction b. Political party(ies)
<b>Voter Index/Voting History</b>	This is the same format as the Voter Index above. However, it can also be sorted to provide only voters who voted in specified elections.	\$1.50 per thousand voters or portion thereof. Minimum charge is \$50.00.	a. Jurisdiction b. Political party(ies) c. Election(s)
<b>Registered Voters List</b>	This report is more crowded and longer than the Voter Index because of the additional information – mailing address and voting history. It is not as easily used for walking precincts but it is available in more sorts. Unless requested differently, the report comes in home precinct order with all registered voters as of the date the report is run. Voting history is provided for requested election. Within the home precinct it is sorted by alpha street with addresses in numerical sequence.	\$1.50 per thousand voters or portion thereof. Minimum charge is \$50.00.	a. Jurisdiction b. Political party(ies) c. Election(s) d. Alpha sort by voter name

<b>LISTS – continued</b>			
<b>Type</b>	<b>Description</b>	<b>Fee</b>	<b>Options (Available by:)</b>
<b>Absentee Voters</b>	This report lists voters who have applied for an absentee ballot with notation/date a ballot is returned. It also lists permanent absentee and declared absentee voters. This list does not give address to which voter asked ballot to be sent (which could be different from residence address). Voters are listed alphabetically within consolidated precinct. Unless requested differently, the report includes all voters with the following data; code for type of absentee; affidavit number; name; residence address as registered; date application received; date returned ballot received; party; ballot type; and consolidated precinct number.	\$10.00 per thousand voters or portion thereof.  \$10.00 is the minimum charge.	a. Daily run b. Cumulative run (by date range) c. Political party(ies) d. Ballot type e. Returned f. Not returned g. Returned and not returned
<b>Polling Place List</b>	A list of polling <u>places</u> , in consolidated precinct order, available approximately 40 days prior to the election. Information regarding polling places and election officers is available/published in local newspapers at least one week prior to the election	\$ .10 per page	(Available by district, however it requires a special sort – cost is \$55.00)
<b>Statement of Votes Cast</b>	The consolidated precinct-by-precinct canvass results of all races.	Available in book form at \$46.00 or \$ .10 per page	Available by district that went to election

LABELS			
Type	Description	Fee	Options (Available by:)
<b>Voter File</b>	Labels contain voter name and residence address, unless a mailing address is on file. They are produced in zip-code order within home precinct order. Labels are 3½" x 15/16" and are produced three up.	Self-adhesive = \$10.00 per thousand names.  Minimum charge is \$50.00.  Cheshire (machine applied) = \$5.00 per thousand names. Minimum charge is \$50.00	a. One label per household. * b. One label per voter c. Sorted by: <ul style="list-style-type: none"> <li>• Jurisdiction</li> <li>• Political Party(ies)</li> <li>• Voting History – 1 or more elections</li> </ul>
<b>Absentee Voter File</b>	These labels are pulled from the system used to track issuance and receipt of absentee ballots – permanent, declared, and requested. If labels will be requested frequently, it is more efficient and cost effective to pre-order and obtain a discount. Call our office for more details. These labels are available only in self adhesive. Labels are produced in alpha last name order within zip code and are produced based on ballots issued – they cannot be produced for only those voters who have not yet returned a ballot.	\$10.00 per thousand names.  Minimum charge of \$10.00	a. Daily b. Cumulative (by date range) c. Sorted by: <ul style="list-style-type: none"> <li>• Jurisdiction</li> <li>• Precinct</li> <li>• Ballot Type</li> <li>• Political Party(ies)</li> </ul>

## DISKETTE

The Registrar of Voters computer files are available on diskette. A record layout is included with each order. **Diskettes are available up to a maximum of 80,000 voter records.**

Type	Description	Fee	Options (Available by:)
<b>Master Voter File</b>	Records of current voters are sorted as follows: home precinct, streets (alpha within precinct), and then house number. The "voting history" (who voted) for all elections being maintained (tracked) is flagged. The diskettes will be current as of the day they are processed. <u>This file is in tab delimited text format and is compressed to fit on diskette.</u>	\$56.00	A. District/Precinct B. Party(ies) C. Voted/Non-voted D. All election history/Only specified election(s) (1) V = voted at polls (2) N = not voted (3) A = voted absentee  NOTE: Available only up to 80,000 voters
<b>Precinct/District</b>	This file is used in conjunction with the master voter file when specific precincts/districts need to be pulled. <u>This is strictly a text file.</u>	\$22.00	
<b>Absentee/Mail Ballot – Election Specific</b>  <b>Note: This file is only available if the Registrar of Voters office is maintaining the election on its computer.</b>	A file of the voters (declared, requested, and permanent) who voted absentee/mail ballot at a specific election. Declared, requested, and permanent voters are merged into one file with no identifying codes. <u>This is strictly a text file.</u>	\$56.00	A. Full/District B. Party(ies) C. Ballot Type D. Returned ballot/did not return ballot



DISKETTE – Continued			
Type	Description	Fee	Options (Available by:)
<b>Daily Requested Absentee - Current Election</b>	29 to 7 days before the election, names of voters requesting an absentee ballot will be available on a daily basis. <u>This is strictly a text file.</u>	\$56.00	A. Full/District B. Party(ies) C. Ballot Type D. Returned ballot/did not return ballot
<b>Polling Place List</b>	A list of polling places, in Consolidated precinct order, available approximately 40 days prior to the election. Information regarding polling places and election officers is available/published in local newspapers at least one week prior to the election.	\$22.00	N/A
<b>Statement of Votes Cast – Election Specific</b>	The consolidated precinct-by-precinct canvass results of all races. <u>This is a print image file.</u>	\$39.00  Not available for major elections	N/A

## COMPACT DISK (CD)

The Registrar of Voters computer files are available on Computer Disk (CD) either without or with a macro. A record layout is included with each order.

Type	Description	Fee	Options (Available by:)										
Master Voter File	A countywide file of all current voters, sorted as follows: home precinct, streets (alpha within precinct), and then house number. The “voting history” (who voted) for all elections being maintained (tracked) is flagged. The files will be current as of the day they are processed. <u>This file can be created as a tab delimited file.</u>	Costs vary depending on the number of voters.  <table><tr><th>VOTERS</th><th>COST</th></tr><tr><td>Up to 250,000</td><td>\$112.00</td></tr><tr><td>250,001 -500,000</td><td>\$196.00</td></tr><tr><td>500,001 -750,000</td><td>\$279.00</td></tr><tr><td>750,001 -1,000,000</td><td>\$362.00</td></tr></table>	VOTERS	COST	Up to 250,000	\$112.00	250,001 -500,000	\$196.00	500,001 -750,000	\$279.00	750,001 -1,000,000	\$362.00	A. District/Precinct B. Party(ies) C. Voted/Non-voted D. All election history/only specified election(s) (1) V = Voted at polls (2) N = Not voted (3) A = Voted Absentee The voting history for all elections on the file will be flagged; A three line voter format which includes the voter name, street address, city, state, and zip code.
VOTERS	COST												
Up to 250,000	\$112.00												
250,001 -500,000	\$196.00												
500,001 -750,000	\$279.00												
750,001 -1,000,000	\$362.00												
Precinct/District	This file is used in conjunction with the Master Voter file when specific precinct/ district need to be pulled. <u>This is strictly a text file.</u>	\$22.00											
Absentee Mail Ballot Election Specific	A file of the voters (declared, requested and permanent) who voted absentee/mail ballot at a specific election. Declared, requested, and permanent voters are merged into one file with no identifying codes. <u>This is strictly a text file.</u>	\$56.00	A. Full/District B. Party(ies) C. Ballot type D. Returned ballot E. did not return ballot This file will be available if the Registrar of Voters office is maintaining the election in its computer system.										

COMPACT DISK (CD) - Continued			
Type	Description	Fee	Options (Available by:)
<b>Daily Absentee Request - Current Election</b>	29 to 7 days before the election, names of voters requesting an absentee ballot will be available on a daily basis. <u>This is strictly a text file.</u>	\$56.00	A. Full/District B. Party(ies) C. Ballot type D. Returned ballot did not return ballot
<b>Polling Place List</b>	A list of polling places, in Consolidated precinct order, available approximately 40 days prior to the election. Information regarding polling places and election officers is available/published in local newspapers at least one week prior to the election.	\$22.00	N/A
<b>Statement of Votes Cast – Election Specific</b>	The consolidated precinct-by-precinct canvass results of all races. <u>This is a print image file.</u>	\$39.00	N/A

## ABSENTEE FILE - ELECTRONIC MAIL (E-MAIL)

General Information: In order to use the electronic file you must be familiar with Word, Access, and Excel. The absentee voter file is given to you in raw data form which allows you to bring it into Word, Access, or Excel. You create your own program, the ROV does not write it for you. Your program would allow you to create lists, labels and do sorts. The information will be e-mailed to you in the afternoon.

**NOTE: 2MB MAXIMUM SIZE – approximately 40,000 voter records**

TYPE	DESCRIPTION	FEE	OPTIONS (AVAILABLE BY)
<b>Daily Absentee Request – Current Election</b>	29 to 7 days before the election, names of voters requesting an absentee ballot will be available on a daily basis.	\$19.00  \$300.00 deposit	A. Full/District B. Party(ies) C. Ballot Type D. Returned ballot/did not return ballot E. Daily F. Bi-Weekly

## MAPS

These maps show precinct boundaries determined by the boundaries of all districts that hold regularly scheduled elections.

Appointments may be made with our Precinct Planning technicians for purchase and instruction on the use of these maps by calling (909) 387-2045.

DESCRIPTION	FIRST MAP ORDERED	EACH ADDITIONAL MAP	OPTIONS
8 ½ X 11" Printed Map	\$ 8.00	\$ 1.00	Printed or on Compact Disk
11" x 17" Precinct Map - Printed	\$ 9.50	\$ 1.00	
21" x 24" Precinct Map – Printed	\$ 11.00	\$ 2.00	
11" x 17" District Map – Printed	\$ 12.50	\$ 1.00	
24" x 48" Wall Map – Printed	\$ 16.00	\$ 4.50	
36" x 49" Wall Map – Printed	\$ 26.00	\$ 8.50	
Digitized Map and GIS Exports on CD	\$ 12.00	\$ 1.50	

## ELECTION RESULTS

### ELECTION NIGHT:

Election night results are cumulative bulletins – they do not show how any specific precinct voted. The first results are available between 8:15 and 8:30 p.m. on election night. The first bulletin represents the absentee count. As soon as the polling place ballots start arriving, they are added to the absentee count, and results are updated every five minutes on the internet and every 15-20 minutes hardcopy. You are welcome at any ballot counting site. However, the fastest way to get results, is right off the internet. For more information on ballot counting, please see our internet site or call our office.

INTERNET	<a href="http://www.sbcrov.com">www.sbcrov.com</a>
PHONE	(909) 387-8300 / (800) 881-8683. Telephone operators will be available until 15 minutes after final bulletin is received.
HARDCOPY	Bulletins are printed and distributed at each counting site.

### AFTER ELECTION NIGHT:

Election night results are available at the ROV office or on the internet. If there are close races, it is possible that an add on count will be scheduled for Friday following the election. Such a count would take place at approximately 3:00 p.m. This count is conducted to get the majority of the outstanding ballots counted before the canvass procedures begin. Outstanding ballots are absentee ballots turned in at the polls on election day, write-in ballots, or provisional ballots voted at the polls and sealed in envelopes for further research. Election results are updated following an add on count.

Individual precinct results (Unofficial Statement of Vote) will be available either November 12<sup>th</sup> or 13<sup>th</sup> at the ROV office only. These dates will be predicated on either 1 or 2 updates of absentee ballots and provisional ballots.

The election returns are canvassed and the official results are expected to be certified approximately November 27th. Following certification, official bulletins and official Statement of Vote will be available from our office or on the Internet.

# **APPENDIX A**

## **CITIES, SCHOOLS, AND SPECIAL DISTRICTS ELECTION CALENDAR**

**ELECTION CALENDAR**  
**CITIES, SCHOOLS, AND SPECIAL DISTRICTS**

**TUESDAY, NOVEMBER 6, 2001**



This information is for general information only and does not have the force and effect of law, regulations, or rule. In case of conflict, the law, regulation, or rule will apply. Because of possible changes in law or procedure since the publication of this information the candidate should obtain the most up-to-date information available.

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jun 29 (-130)	District	District	<b>BOUNDARY CHANGES:</b> Last day boundary changes may be made to be effective for this election. (E.C. 12262-'96)
Jun 29 (-130)	Schools	County Superintendent of Schools (by ROV)	<b>CONSOLIDATED ELECTION:</b> Last day the County Superintendent of Schools to notify, in writing, the school district governing board, when a consolidated election is required to be held. (Ed.C. 5323-'82, 5340-'82)
Jul 2 (-127) to Jul 16 (-113)	Cities	City Clerk	<b>NOTICE OF ELECTION:</b> The city clerk shall publish a "Notice of Election" once in a newspaper of general circulation in the city. Said notice shall contain the time of election and the offices to be filled, specifying full term or short term as the case may be. (E.C. 12101-'96, G.C. 6061-'49)
Jul 5 * (-125)	Districts	District Secretary	<b>NOTICE TO REGISTRAR OF VOTERS – MAP OF DISTRICT BOUNDARIES:</b> No later than this date, the District Secretary shall deliver to the Registrar of Voters a notice containing the elective offices to be filled. Said notice shall bear the secretary's signature and the district seal.  The District Secretary shall also deliver a map showing the boundaries of the district and divisions, if any, and a state ment indicating in which divisions a director is to be elected, and whether any director is to be elected at large. (E.C. 10509-'94, 10522-'94)



DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jul 6 (-123)	Schools	Governing Board	<b>ORDER OF ELECTION – SPECIFICATIONS OF THE ELECTION ORDER:</b> Last day the Governing board of each School District or Community College District to deliver to the County Superintendent of Schools and the officer conducting the election, a resolution specifying the date and purpose of the election. (Ed.C. 5320-'77, 5322-'00)
Jul 9 (-120)	Schools	County Superintendent of Schools	<b>ORDER OF ELECTION – FORMAL NOTICE OF ELECTION:</b> Last day the County Superintendent of Schools to deliver the Order of Election and Formal Notice of Election to the Registrar of Voters. (Ed.C. 5324-'99, 5325-'99)
Jul 9 (-120) to Aug 8 (-90)	Schools/Districts	Registrar of Voters	<b>NOTICE OF ELECTION:</b> Notice of Election, Offices to be Filled, Location of Central Counting Place, and Measures (Generic).  (a) At least 90 days and not more than 120 days before the day fixed for the general district election, the Registrar of Voters of the principal county shall publish a notice of the election once in a newspaper of general circulation published in the district, or, if no such newspaper is published in the district, in a newspaper having general circulation in the district published in any affected county in the district. The notice shall contain: the date of the election; name of the offices for which candidates may be nominated; state the qualifications required by the principal act for each office for which candidates may be nominated; state the location where official nominating petitions for eligible candidates desiring to file for any of the elective offices may be obtained; state that appointment to each elective office will be made as prescribed by Section 10515. (Ed.C. 5326-'96, 5328-'78, 5328.5-'82; 5362-'49; 5363-'00; E.C. 10515-'94) (Continued)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jul 9 (-120) to Aug 8 (-90)	Schools/Districts	Registrar of Voters	<p><b>NOTICE OF ELECTION – CONTINUED</b></p> <p>(b) In addition to the requirements of Subdivision (a) the Registrar of Voters shall, by a general press release, set forth the following:</p> <p>(1) The elective offices of the district to Be filed at the ensuing district Election;</p> <p style="text-align: center;">and</p> <p>(2) A telephone number which voters of The district may utilize in order to obtain information regarding filing for the elective district office.</p> <p>(E.C. 12112-'96)</p>
			<p>For each district, the Registrar of Voters immediately shall deliver a copy of all published notices to the district secretary and each notice shall be posted in the district office.</p> <p>(E.C. 12113-'96)</p>
Jul 9 (-120)	Cities	City Clerk	<p><b>SPECIAL ELECTION CALL – RESOLUTION:</b></p> <p>Suggested date for any entity to call a special election, for offices to be filled or measure(s) to be voted on. The resolution calling the election shall contain the office(s) to be filled or measure(s) to be voted on exactly as it is to appear on the ballot and a request to the Board of Supervisors that such special election be consolidated with the General District Election and the Registrar of Voters to provide services, and if a measure is being submitted for approval, the last date and hour an argument may be filed with the city clerk. A Notice of Election and Notice Regarding Last Day to File Arguments must be published pursuant to applicable law.</p>

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jul 16 (-113) thru Aug 10 (-88)	Schools	Registrar of Voters	<b>DECLARATION OF CANDIDACY:</b> Forms for Declaration of Candidacy for County Board of Education, Community College and School Districts shall be filed with the Registrar of Voters. No candidate may withdraw their Declaration of Candidacy after 5:00 p.m. on the 88 <sup>th</sup> day before the election. (E.C. 10603(b)-'96, 10510-'94)
	Districts	Registrar of Voters And District Secretaries	<b>DECLARATION OF CANDIDACY.</b> Forms for all district offices shall be obtained from the Registrar of Voters. The Registrar of Voters may, for convenience or necessity, authorize the District Secretary to issue Declarations of Candidacy. At the time of issuance of such forms, there shall be filled in, the name of the candidate and the office for which s/he is filing for and the date. The form shall be marked "Declaration of Candidacy" and signed as being issued by either the Registrar of Voters or District Secretary. The form shall first be available on the 113 <sup>th</sup> day prior to the election and shall be filed not later than 5:00 p.m. on the 88 <sup>th</sup> day prior to the election in the office of the Registrar of Voters during regular office hours or may be filed by certified mail so that the form reaches the Registrar of Voters no later than the deadline for filing in that office. The Registrar of Voters shall record the date of filing upon the face of the document filed of the document filed pursuant to this section. No candidate shall withdraw his/her Declaration of Candidacy papers after 5:00 p.m. on the 88 <sup>th</sup> day prior to the election. On the request of the District Secretary, the Registrar of Voters shall provide the secretary with a copy of each Declaration of Candidacy filed pursuant to this section. (E.C. 10510-'94)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jul 16 (-113) to Aug 10 (-88)	Cities	City Clerk	<b>NOMINATION PETITIONS:</b> Forms for nomination to all city offices shall be obtained from the City Clerk. The forms shall be available on the 113 <sup>th</sup> day prior to the election and shall be filed not later than 5:00 p.m. on the 88 <sup>th</sup> day prior to the election in the office of the City Clerk. The petition shall be signed by not less than 20 nor more than 30 voters in a city of 1,000 registered voters or more, and by not less than 5 nor more than 10 voters in a city with less than 1,000 voters. No candidate may withdraw his/her nomination papers after 5:00 p.m. on the 88 <sup>th</sup> day prior to the election. (E.C. 10220-'94, 10224-'94)
	Schools, Special Districts and Cities	Registrar of Voters And City Clerk	<b>INCUMBENT CANDIDATE:</b> An elective officer seeking nomination for, and election to, the same elective office s/he holds by virtue of election prior to the election shall be entitled to be designated on the ballot as an incumbent or use the title of the office in lieu of an occupational designation if so stated. If the elective office held is by appointment, the word "appointed" must precede the word "incumbent" or the title of the office. (E.C. 13107-'99)  <b>CANDIDATE'S STATEMENT:</b> Statement of their qualifications, not exceeding 200 words in length, shall be filed at the same time and in the same place as Declaration of Candidacy. (E.C. 13307-'99)
Aug 10 (-88)	Schools, Special Districts and Cities	Registrar of Voters And City Clerks	<b>NOTICE OF LAST DAY TO FILE ARGUMENTS:</b> Last day to publish or post Notice of Last Day to file arguments for or against a measure. (E.C. 9163-'94, 9286-'94, 9502-'94)

<b>DATE</b>	<b>JURISDICTION AFFECTED</b>	<b>RESPONSIBLE PARTY</b>	<b>EVENT</b>
Aug 10 (-88)	Schools, Districts and Cities	District Secretary and City Clerk	<b>CONSOLIDATION OF LOCAL OR SPECIAL ELECTIONS WITH GENERAL DISTRICT ELECTION:</b>  Last day the governing body of any district, city or other political subdivision may, by Resolution, submit request to the Board of Supervisors that such special election be consolidated with the General District Election and allow the Registrar of Voters to provided services. Such resolution shall contain the measure or office to be filled exactly as it is to appear on the ballot. Such request shall be made to the Board of Supervisors and a copy of the request to the Registrar of Voters. (E.C. 10002; 10400, et. Seq.)
Aug 10 5:00 pm (-88)	Schools, Districts and Cities	Registrar of Voters and City Clerk	<b>CLOSE OF CANDIDATE FILING PERIOD:</b>  Last day and hour to file Declaration of Candidacy/nomination Paper and candidate statements in the office of the Registrar of Voters or City Clerk during regular office hours.  (E.C. 13307-'94, 10220-'94, 10407-'94, 10510-'94)
Aug 10 5:00 pm (-88)	Schools, Districts and Cities	Registrar of Voters And City Clerk	<b>LAST DAY TO WITHDRAW DECLARATION OF CANDIDACY PAPERS:</b>  No candidate shall withdraw his/her Declaration of Candidacy papers after 5:00 p.m., on the 88 <sup>th</sup> day prior to the general election.  (E.C. 10224-'94, 10510-'94, 10603-'96)
Aug 13 5:00 pm (-85)	Schools, Districts, and Cities	Registrar of Voters And City Clerk	<b>WITHDRAWAL OF CANDIDATE STATEMENT:</b>  Last day to withdraw candidate's statement. (E.C. 13307-'94)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Aug 15 5:00 pm (-83)	Schools, Districts and Cities	Registrar of Voters And City Clerk	<p><b>CANDIDATE FILING EXTENSION – IF INCUMBENT DOES NOT FILE:</b></p> <p>Notwithstanding any other provisions of law, if Declaration of Candidacy/ Nomination papers for an incumbent elective officer are not filed by 5:00 p.m. on the 88<sup>th</sup> day before the Consolidated Election, any person other than the incumbent shall have until 5:00 p.m. on the 83<sup>rd</sup> day before the election to file Declaration of Candidacy/Nomination papers for the elective office.</p> <p>This section is not applicable where there is no incumbent to be elected. If this section is applicable notwithstanding E.C. 10603, a candidate whose Declaration of Candidacy has been filed for any Governing Board Member election may withdraw as a candidate until 5:00 pm on the 83<sup>rd</sup> day before election. (E.C. 10225-94; 10516-'94, 10604-'96)</p>
Aug 15 (-83)	Schools and Districts	Registrar of Voters And Governing Boards	<p><b>APPOINTMENTS TO OFFICE IN LIEU OF ELECTION:</b></p> <p>If, by 5:00 p.m., on this day, only one person has been nominated for any elective office to be filled at that election; or no one has been nominated for such office; and if petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, requesting that the election be held, has not been presented to the officer conducting the election, appointments will be made in lieu of election. The person appointed shall qualify and take office and serve as if elected for such office. (E.C. 10515-'94, Ed.C. 5326-'96, 5328-'78)</p> <p style="text-align: right;"><b>(Continued)</b></p>

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Aug 15 (-83)	Schools	Registrar of Voters And Governing Board	<p><b>APPOINTMENTS TO OFFICE IN LIEU OF ELECTION – CONTINUED:</b></p> <p>The Registrar of Voters shall prepare a Notice to the County Superintendent of Schools indicating in which school districts there were no candidates or an insufficient number of candidates and the fact that no election shall be held in those districts.</p> <p>If a school district election is not held pursuant to Section 5326 of the Education Code the qualified candidates shall be seated at the organizational meeting of the Board. If there were no candidates or an insufficient number of candidates, the Board shall appoint a qualified person or persons to the offices at a meeting held prior to the election. (Ed.C. 5328-'78)</p> <p>Prior to making an appointment to office, the Governing Board shall publish a Notice once in a newspaper of general circulation published in the district, stating that the Board intends to make an appointment and informing persons of the procedure available for applying for the office. (Ed.C. 5328.5-'82)</p>
	Districts		<p>The Registrar of Voters shall prepare a Notice to the Board of Supervisors requesting the Board, at a meeting held prior to the first Monday before the first Friday in December in which the election would have been held, to appoint to such office or offices the person or persons who have been nominated or, in the event of no nominations, the Board shall appoint any qualified person to such office. (E.C. 10515-'94)</p>
	Cities	City Clerk	<p>Appointments In Lieu of Election to city offices shall be made pursuant to Section 10229 of the Elections Code.</p>

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Aug 16 5:00 pm (-82)	Schools, Districts, and Cities	Registrar of Voters And City Clerk	<b>WITHDRAWAL OF CANDIDATE'S STATEMENT (Extended Filing Period):</b>  Last day to withdraw Candidate's Statement if candidate filing period is extended. (E.C. 13307-'94)
Aug 16 (-82)	Schools, Districts and Cities	Secretary of State	<b>ORDER OF CANDIDATES ON BALLOT:</b>  The Secretary of State to conduct a alphabetical drawing to determine the order of candidates names on the ballot. (E.C. 13112-'00)
Aug 17 (-81)	Schools, Districts, and Cities	Registrar of Voters And City Clerk	<b>LAST DAY TO FILE ARGUMENTS:</b>  Last day to file arguments for or against a measure. Arguments should be filed with the Registrar of Voters for County, School and Special District measures, and with the City Clerk for City measures. No argument shall exceed 300 words in length. (E.C. 9162-'94, 9163-'94, 9282-'94, 9315-'94, 9501-'00, 9502-'94, 9219-'94)  All arguments concerning measures filed pursuant to Division 5 of this code shall be accompanied by the form statement provided for in Section 9600 of the Elections Code. (E.C. 9600-'94)
Aug 20 (-78) thru Sep 28 (-39)	Schools	Governing Board	<b>PUBLISH NOTICE OF APPOINTMENT TO BE MADE IN LIEU OF ELECTION:</b>  Suggested date within which to publish a Notice of Appointment in Lieu of election shall be published in a newspaper of general circulation in the district, stating appointments pursuant to Education Code Section 5328, shall be made by the governing board or county board of education. (Ed.C. 5326-'96, 5328.5-'82)



<b>DATE</b>	<b>JURISDICTION AFFECTED</b>	<b>RESPONSIBLE PARTY</b>	<b>EVENT</b>
Aug 24 (-74)	Schools, Districts, and Cities	Registrar of Voters, District Secretary, And City Clerk	<p><b>LAST DAY TO FILE REBUTTAL ARGUMENTS:</b> Last day to file rebuttal arguments. Rebuttal arguments must be filed with the Registrar of Voters for County, Schools, Districts, and with the City Clerk for City measures. No rebuttal argument shall exceed 250 words in length. (E.C. 9167-'94, 9285-'94, 9317-'94, 9504-'94)</p> <p>The provisions for rebuttal arguments shall not apply unless the legislative body of the City, by a majority vote, provides for rebuttal arguments. If adopted by the legislative body the rebuttal provisions shall apply for all future City elections, unless later repealed by the legislative body in accordance with the provisions of this Section. (E.C. 9285-'94)</p>
Aug 25 (-73) thru Sep 4 (-63)	Schools, Districts, And Cities	Registrar of Voters And City Clerk	<p><b>TEN (10) DAY VIEWING PERIOD:</b> Elections Code 13313 allows a ten day viewing period of the official voter's pamphlet prior to submittal for printing. During this 10 day period, any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the voter's pamphlet to be amended or deleted. (E.C. 13313-'94)</p>
Aug 27 (-71)	Cities	City Clerk	<p><b>PUBLISH LIST OF NOMINEES:</b> A list of nominees shall be published, in the order which they are to appear on the ballot and the respective offices for which they have been nominated. Publication shall be in the City or proposed City, pursuant to Section 6066 of the Government Code. (E.C. 12110-'96)</p>

<b>DATE</b>	<b>JURISDICTION AFFECTED</b>	<b>RESPONSIBLE PARTY</b>	<b>EVENT</b>
Aug 30 (-68)	Schools, Districts, and Cities	Registrar of Voters	<b>DEATH OF CANDIDATE:</b> Last day to remove a candidate's name from the ballot if the candidate has died and that fact has been ascertained by the Registrar of Voters. (Ed.C. 5329-'86, E.C. 10529-'94)
Sep 4 * (-64)	Schools, Districts, and Cities		<b>WRIT OF MANDATE:</b> End of ten (10) day viewing period. Last day to file writ of mandate for information appearing in the sample ballot. (E.C. 13313-'94)
Sep 10 (-57) thru Oct 23 (-14)	Schools, Districts and Cities	Registrar of Voters And City Clerk	<b>WRITE-IN CANDIDATES:</b> Every person who desires to be a write-in candidate and have his or her name as written on the ballot of an election counted for a particular office shall file a statement of write-in candidacy. (E.C. 8600-'94)  The statement and nomination papers shall be available on the 57 <sup>th</sup> day prior to the election for which the candidate is filing as a write-in candidate, and shall be delivered to the elections official responsible for the conduct of the election no later than the 14 <sup>th</sup> day prior to the election. (E.C. 8601-'94)
Sep 24* (-45)	Schools, Districts and Cities	Registrar of Voters	<b>FIRST MAILING (45 DAY CLOSE):</b> Last day to register to be processed in the first mailing of sample ballots.
Sep 27 (-40)	Schools, Districts and Cities	Registrar of Voters And City Clerk	<b>1<sup>ST</sup> PRE-ELECTION CAMPAIGN STATEMENT FILING:</b> Last day to file campaign statements by candidates and committees for the period ending September 22, 2001. (G.C. 84200.8-'86)
Sep 27 (-40)	Schools, Districts, and Cities	Registrar of Voters	<b>MAIL SAMPLE BALLOTS:</b> Registrar of Voters to commence to mail sample ballots and other election materials, as applicable. (E.C. 13303-'00)
Oct 9 * (-29)	Schools, Districts and Cities	Registrar of Voters	<b>SECOND MAILING (29 DAY CLOSE):</b> Close of registration for official registration counts and processing second mailing of sample ballots.

<b>DATE</b>	<b>JURISDICTION AFFECTED</b>	<b>RESPONSIBLE PARTY</b>	<b>EVENT</b>
Oct 9 * (-29)	Schools, Districts and Cities	Registrar of Voters	<b>PRECINCT BOARDS – POLLING PLACES:</b> Last day Registrar of Voters to issue order appointing precinct boards and designate polling places. (E.C. 12286-'96)
Oct 9 * (-29) thru Oct 30 (-7)	Schools, Districts, and Cities	Registrar of Voters	<b>ABSENT VOTER BALLOT APPLICATIONS:</b>  During this period, the Registrar of Voters will process all applications for an absent voter ballot received in person or by mail. (E.C. 3001-'94)  Note: There will be 5 remote early voting stations (touch screen). At the time of printing this handbook, these early voting sites have not been designated.  Any voter wishing to vote by absentee ballot after October 31st must do so at the office of the Registrar of Voters in person or by authorized agent. (E.C. 3021-'98)
Oct 16 (-21)	Schools, Districts, and Cities	Registrar of Voters	<b>MAIL SAMPLE BALLOTS:</b>  Deadline for Registrar of Voters to mail sample ballots from first close. (E.C. 13303-'00)
Oct 22 (-15)	Schools, Districts, and Cities	Registrar of Voters	<b>THIRD MAILING (15 DAY FINAL CLOSE OF REGISTRATION):</b>  Last day to register or re-register and processing of third mailing of sample ballots. (E.C. 2107-'00)
Oct 23 (-14)	Schools, Districts and Cities	Registrar of Voters And City Clerk	<b>WRITE-IN CANDIDATE'S DECLARATION:</b>  Deadline for write-in candidate to file Declaration of Candidacy. No filing fee is required. (E.C. 8601-'94, 8603-'94, 8604-'94)
Oct 25 (-12)	Schools, Districts and Cities	Registrar of Voters and City Clerk	<b>2<sup>ND</sup> PRE-ELECTION CAMPAIGN STATEMENT FILING:</b>  Last day to file campaign statements showing receipts and expenditures for the period September 23 through October 20, 2001. (G.C. 84200.8-'86)

<b>DATE</b>	<b>JURISDICTION AFFECTED</b>	<b>RESPONSIBLE PARTY</b>	<b>EVENT</b>
Oct 27 (-10)	Schools, Districts, and Cities	Registrar of Voters	<b>SATURDAY VOTING:</b> Early voting at the Registrar of Voters office is available from 9 a.m. to 3 p.m.
Oct 30 (-7)	Schools, Districts, and Cities	Registrar of Voters	<b>ABSENT VOTER BALLOT APPLICATION:</b> Last day for Registrar of Voters office to receive and process applications for absent voter ballots by mail. (E.C. 3001-'94)
Oct 30 (-7)	Schools, Districts, and Cities	Registrar of Voters	<b>EMERGENCY VOTING:</b> After the close of the period for requesting absent voter ballots by mail, any voter unable to go to the polls on election day, may come into the Registrar of Voters office to pick up or vote a ballot. If ill, an authorized representative designated by the voter, may pick up a ballot for the voter.  Emergency ballots cannot be mailed, but must be returned personally by the voter or by an authorized person designated by the voter, to the Registrar of Voters office or to any polling place within the jurisdiction. (E.C. 3021-'98)
Oct 30 (-7)	Schools, Districts, and Cities	Registrar of Voters	<b>PROCESSING AND COUNTING ABSENT VOTER BALLOTS:</b> Registrar of Voters may start to process absent voter ballots, but not count until after polls close on election day. (E.C. 15101-'98)
Nov 3 (-3)	Schools, Districts, and Cities	Registrar of Voters	<b>SATURDAY VOTING:</b> Early voting at the Registrar of Voters office is available from 9 a.m. to 3 p.m..  Off-site voting may be available at other locations. Feasibility and site locations are still to be determined.

<b>DATE</b>	<b>JURISDICTION AFFECTED</b>	<b>RESPONSIBLE PARTY</b>	<b>EVENT</b>
Nov 5 (-1)	Schools	Governing Board	<p><b>APPOINTMENT IN LIEU OF ELECTION – LAST DAY:</b></p> <p>If pursuant to Education Code Section 5326 a school district election is not held, the qualified person or persons nominated shall be seated at the organizational meeting of the board; if one person or no person has been nominated or if an insufficient number is nominated, the governing board shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a school district election.</p> <p>(Ed.C. 5328-'79)</p>
Nov 6 (0)	Schools, Districts, and Cities	Registrar of Voters	<p><b>DAY OF ELECTION:</b></p> <p>Polls are open at 7:00 a.m. to 8:00 p.m. (E.C. 1302-'96, 1303-'96, 1304-'94, 10541-'94, 14212-'94; Ed.C. 5000-'90)</p>
Nov 6 (0)	Schools, Districts, and Cities	Registrar of Voters	<p><b>VOTING ABSENT VOTER BALLOTS:</b></p> <p>Deadline for all absent voter ballots to be received by Registrar of Voters, or returned to any member of a precinct board at any polling place within the county.</p> <p>(E.C. 3017-'94. 3020-'94)</p> <p>Any voter may vote by absentee ballot in the Registrar of Voters office before 8:00 p.m. on election day.</p> <p>(E.C. 3018-'99)</p>
Nov 8 (+2)	Schools, Districts, and Cities	Registrar of Voters	<p><b>OFFICIAL CANVASS:</b></p> <p>Registrar of Voters shall commence official canvass no later than the first Thursday following the election. Canvass to be completed no later than the last Monday before the last Friday of that month.</p> <p>(E.C. 15000 et. seq.-'98, 10411-'98, 10547-'94, 10548-'94)</p>

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Dec 3 (+27)	Schools, Districts, and Cities	Registrar of Voters And City Clerks	<b>DECLARE ELECTED CANDIDATES:</b> No later than the Monday before the first Friday in December the Registrar of Voters, or appropriate Governing Body, shall declare candidates elected. The Registrar of Voters shall deliver to each district a certificate of election signed by the Registrar of Voters for elected candidates. Should there be a tie for any such office, the governing body of the district shall be notified pursuant to Elections Code 15651 or 10551 or Ed. Code 5016-'77. (E.C. 10262-'99, 10551-'94, 10553-'94, 15401-'94)
Dec 3 (+27)	Schools, Districts and Cities	Registrar of Voters	<b>STATEMENT OF RESULTS:</b> As soon as the canvass is completed, the Registrar of Voters shall mail a statement of the results to each district/city involved in the election. (E.C. 10550-'94)
Dec 7 (+31)	Schools	Governing Board	<b>ELECTED CANDIDATES TAKE OFFICE:</b> Governing Board members elected or appointed In-Lieu of Election take office on the first Friday of December following their election. (Ed.C. 5017-'90, 5328-'78)
	Districts	Board of Directors	Directors elected or appointed In-Lieu of Election take office at noon on the first Friday of December following their election. Prior to taking office each officer shall take the official oath and execute such bond as may be required by the principle act. (E.C. 10554-'94)
Dec 31* (+55)	Districts	Registrar of Voters	<b>NOTICE TO SECRETARY OF STATE:</b> No later than this date the Registrar of Voters shall prepare and send a notice to the Secretary of State containing the information as required by Section 10552 of the Elections Code.(E.C. 10552-'94)

DATE	JURISDICTION AFFECTED	RESPONSIBLE PARTY	EVENT
Jan 31, 2002 (-86)	Schools, Districts And Cities	Registrar of Voters and City Clerk	<b>FINAL FILING/SEMI-ANNUAL FILING – CANDIDATE AND COMMITTEE CAMPAIGN STATEMENT:</b>  Last day to file final/semi-annual Campaign Statement showing receipts and expenditures for the period October 21, 2001 through December 31, 2001.

\* Deadline falls on a holiday or weekend, therefore performance of these duties moves to the next business day.

# **APPENDIX B**

## **SECRETARY OF STATE BALLOT DESIGNATION REGULATIONS**



**SECRETARY OF STATE  
BALLOT DESIGNATION REGULATIONS**

**Chapter 7. Ballot Designations**

**§20710. General Provisions.**

- (a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.
- (b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.
- (c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must Initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.
- (d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a Proposed ballot designation pursuant to any one of the four provisions specified in Elections Code 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.
- (e) The regulations set forth in this Chapter shall apply only to elections held for offices for which election returns are certified by the Secretary of State of the State of California.
- (f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§ 20711. Ballot Designation Worksheet**

- (a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate may submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.
- (b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number,

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be Incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

**§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections code § 13107. Subdivision (a)(1).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

**§20713. Proposed Ballot Designations Submitted Pursuant to Elections Code §13107, Subdivision (a)(2).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent"

(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

**§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a vocation, as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (1) the candidate's licensure status is "inactive" at the time the candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of...," "County of...," or "City and County of..." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

**§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107. Subdivision (a)(4).**

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase "appointed Incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

(b) Pursuant to Elections Code § 131071 subdivision (a)(4), a candidate may propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word "appointed."

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107. subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code  
Reference: Section 13107, Elections Code

**§ 20716. Unacceptable Ballot Designations.**

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant to, Elections Code § 13107, subdivision (a); Is prohibited pursuant to Elections Code § 13107, subdivision (b); Is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget' Inventor," "Director, Smith Foundation," "UCLA Professor." and the like.

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such Impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of Impermissible designations include "Ret Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such Impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of Impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(3) The candidate has reached at least the age of 55 years;

(4) The candidate voluntarily left his or her last professional, vocational or occupational position;



(5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§ 20717. Requests for Supporting Documentation.**

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§ 20718. Communication of Decisions Regarding Ballot Designations.**

(a) An official copy of the decision of the Secretary of state regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§ 20719. Service of Legal Process Regarding Ballot Designations**

(a) In the event a candidate or other Interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions In subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

# **APPENDIX C**

**SECRETARY OF STATE  
“A GUIDE TO ABSENTEE VOTING”**

# Absentee Voting in CALIFORNIA 1998



**Where to Get More Information**  
**How to Distribute Absentee Ballot Applications**  
**Commonly Asked Questions**

**PREPARED BY SECRETARY OF STATE OF CALIFORNIA**

**NOTE:**

The Secretary of State's original document was copied from their Internet site and page numbers edited by San Bernardino County

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## **I. WHO MAY VOTE BY ABSENTEE BALLOT?**

Any registered voter may vote by “absentee” ballot. Prior to 1978, only persons who had a certified medical excuse or who could demonstrate that they would be out of town on election day were allowed to vote absentee. Since 1978, however, any registered voter may apply for and vote an absentee ballot, making “voting by mail” accessible to everyone (Elections Code §3003).

## **II. HOW TO APPLY FOR AN ABSENTEE BALLOT.**

### **A. Where can I obtain an application for an absentee ballot?**

You must apply in writing to your local elections official (Elections Code §3001). You can find the telephone number and address of your county elections official by looking in the front of your telephone directory in the white pages, government listings section, under county offices. It will be listed under either “Elections,” “Registrar of Voters,” “County Clerk,” or “Voting.”

An application for an absentee ballot is also included in the sample ballot and voter information pamphlet sent to you by the county elections official prior to each election (Elections Code §3022).

### **B. When must I apply for an absentee ballot?**

Elections officials process applications and mail absentee ballots in the period 29-7 days prior to an election (Elections Code §3001). You may submit an application prior to this time, but the elections official will hold it until the 29th day.

The elections official cannot accept any applications received less than seven (7) days prior to an election.

However, if during the final week before an election you become ill or disabled or for some unforeseen reason find that you will be away from your polling place on election day, you may request (in writing and signed under penalty of perjury) that an absentee ballot be delivered to you. You may authorize another person to bring you the ballot and to return it to the elections officials after you have voted it (Elections Code §3021).

### **C. What information must be included in my application?**

Your application must include your printed name, your residence address, the address you want the absentee ballot sent to (if different from your residence address), and the name and date of the election you are applying for (e.g. November 3, 1998 General Election). In addition, you must sign and date your application (Elections Code §3006).

### **III. HOW TO VOTE BY ABSENTEE BALLOT.**

Once you have obtained your ballot by following the steps outlined above, you can vote your ballot and return it by mail or personally.

#### **A. How do I vote my ballot?**

Follow the instructions which accompany your ballot provided by the elections official. Failure to complete your ballot correctly could jeopardize your vote. If you have any questions, call your county elections official.

You will receive all the supplies necessary for the use and return of the ballot (Elections Code §3010).

#### **B. Do I have to sign the absentee ballot return envelope?**

YES. The elections official, by comparing this signature to the signature on your voter registration card, can determine that you are the authorized voter (Elections Code §3019). This is an important protection for you. Your signature will not allow anyone to determine how you voted. To preserve the secrecy of your ballot, once the signature comparison is made, the ballot is separated from the envelope and the ballot becomes as anonymous and secret as any other ballot. If, when you apply for an absentee ballot, you omit any of the required information from your application, the elections official will send you a ballot, but will also include a notice that the missing information must be provided in order for the ballot to be counted (Elections Code §3009 and §3019).

#### **C. When must I return the voted ballot?**

In order to be counted, your ballot must be **received** by the elections official no later than the close of the polls on Election Day (Elections Code §3017 and §3020). The polls close in California at 8:00 p.m. You can mail it or bring it to the elections office or to any worker at a polling place within the county. Ballots received after close of polls cannot be counted regardless of postmarks. If you return your voted ballot by mail, don't forget to put the required postage on the envelope. The post office will not deliver it without the required postage.

#### IV. COMMONLY ASKED QUESTIONS ABOUT ABSENTEE VOTING

##### **A. If I lose the absentee ballot sent to me, can I get another one?**

Yes. However, you must sign a statement under penalty of perjury that you have lost or did not receive the first absentee ballot (Elections Code §3014). The elections official maintains a record of each request, and provides a list of these requests to the polling place to ensure that each voter only casts one ballot. If you vote twice by absentee ballot, even if by mistake, neither ballot will be counted (Elections Code §3013 and §3014).

##### **B. Can I give my voted absentee ballot to someone else to return for me?**

If you are ill, or have a physical disability, you may designate a relative (spouse, child, parent, grandparent, grandchild, brother, or sister) to return your voted ballot for you. Your relative may return it in person to the elections official or to a polling place in your county, or may place it in the mail for return to the elections official. Contact your county elections official for more information (Elections Code §3017).

##### **C. I have a medical disability. Do I have to apply for an absentee ballot for each election?**

No, not necessarily. If you have a medical disability which substantially impairs your mobility, or if you are the primary caregiver for such a voter, you may qualify as a “permanent absentee voter.” Such voters are automatically sent an absentee ballot for every election. To become a permanent absentee voter, you must apply to your county elections official (Elections Code §3201).

Once a voter is approved for status as a permanent absentee voter, he or she will retain this status as long as he or she casts a ballot in all **statewide** elections (Elections Code §3206). If a permanent absentee voter fails to cast a ballot in a statewide election, he or she will be removed from the permanent absentee voter list and will need to reapply in order to have this status restored.

##### **D. I will be out of the country for an election and am concerned that the mail is slow and I may not receive my absentee ballot in time to complete it and return it by Election Day. Is there any way I can apply earlier than the normal 29 days?**

Yes. If you are in the military or temporarily living overseas you may qualify as a “special absentee voter.” Elections officials may process special absentee ballot applications as many as **60 days** prior to an election (Elections Code §3103). An application for a special absentee ballot for a primary election is also good for the subsequent general election (Elections Code §3104).

**E. If I request an absentee ballot, can I change my mind and still vote at my regular polling place?**

Yes, but you must bring your unvoted absentee ballot and give it to the polling place worker before voting a regular ballot (Elections Code §3015).

If you are unable to surrender your absentee ballot, however, you may still cast a “provisional” ballot at your polling place which will not be counted until it can be determined that you have not also voted by absentee ballot (Elections Code §3016 and §14310).

**F. How are absentee ballots counted?**

In general, absentee ballots are counted the same as regular ballots cast at a polling place. Once it is determined that the signature on the absentee ballot return envelope matches the signature of the voter on his or her registration form, and that the voter has not voted at a polling place, the ballot and the envelope are separated. The ballot is then intermingled anonymously with other ballots in order to preserve the voter’s right to secrecy (Elections Code §15006). If the right of a voter to cast an absentee ballot is challenged, and that challenge is upheld, the ballot remains in the envelope, is not counted, and the reason is indicated on the envelope (Elections Code §15007).

The first results you are likely to hear reported on election night usually reflect votes cast on absentee ballots. These, however, are not complete totals and reflect only those absentee ballots returned **prior** to Election Day. Those ballots received prior to Election Day can be “processed” (i.e. check the signature, etc.) as many as seven (7) days prior to an election (Elections Code §15000). These ballots are then ready to be counted as soon as the polls close on Election Day, and this accounts for why absentee ballots are the first reported in election night returns.

However, a substantial number of additional absentee ballots are returned **on Election Day** either to the polling place or to the county elections office (Elections Code §3017 and §3020). These ballots, because they require the extra handling of checking the voter’s signature to ensure that the voter did not also vote at the polling place, are usually the **last** ballots counted, and are not likely to be reported in the vote totals until several days after the election.

**G. Are there circumstances under which a voter can be required to vote by mail?**

Yes, there are two circumstances under which a voter can be required to vote by mail.

First, if an election precinct has fewer than 250 registered voters on the 88th day prior to an election, that precinct can be declared by the elections official to be a “mail ballot precinct” and all voters in that precinct will automatically be sent absentee ballots (Elections Code §3005). This is usually a very small number of precincts.

Second, certain elections can be declared by the governing board to be “all mail ballot elections.” In this case, all voters in the election choosing to vote must vote by mail. The types of elections which can be conducted by mail are very limited, generally only applying to very small elections or elections in specified special districts throughout the state (Elections Code §4000).

## **V. INFORMATION FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS DISTRIBUTING APPLICATIONS FOR ABSENTEE BALLOTS.**

There are some “do’s” and “don’ts” you should be aware of if you are distributing applications for absentee ballots.

### **A. Before you do anything else, contact your local elections official.**

The local elections official can assist you in your absent voter drive. He or she can provide information to ensure that your application format is correct, as well as other important details. Failure to make early contact with the elections official could result in delays or problems which might interfere with your intended goal of enabling people to vote absentee.

### **B. Uniform Absentee Voting Application**

Pursuant to Elections Code §3007, the Secretary of State has prepared a uniform application format for an absentee ballot for use by all individuals, organizations and groups distributing absent voter applications. Failure to conform your applications with the uniform format is a misdemeanor. (Elections Code §18402)

### **C. Important Information**

Some of the important points you need to be aware of in regard to your effort to distribute applications for absentee ballots include:

- In order to ensure accuracy, the voter should fill out all the information on the application himself or herself. Elections Code §3006 does, however, permit the following information to be preprinted on the application form prior to distribution to the voter:

- a. The voter's name and residence address as they appear on the voter's affidavit of registration;
- b. The name and date of the election for which the absentee ballot is being requested; and,
- c. The deadline date by which the application must be received by the elections official.
- d. There is a separate section of the form for the voter to indicate a "mailing address" if he or she receives mail at an address other than his or her residence address. **This section of the form may only be completed by the voter.** (Put another way, this information may not be preprinted by the person, group or organization distributing the applications.)
- e. The voter must personally affix his or her signature.
- f. The mailing address to which an absentee ballot is requested to be sent may **not** be the address of any political party, political campaign headquarters, or a candidate's residence. This provision, of course, does not apply to the candidate or the candidate's immediate family members or housemates who request that an absentee ballot be mailed to the candidate's residence address.

**Any application containing preprinted information shall contain the following statement (verbatim):**

- You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.
- This statement must be conspicuously printed on the application form (Elections Code §3006).
- The name, address and telephone number of any organization, individual or group which authorizes the distribution of applications shall be printed on the application (Elections Code §3008).
- Any individual, organization or group who/which distributes applications for absent voter ballots and receives completed application forms back from voters shall deliver the forms to the appropriate elections official **within 36 hours** of receiving the completed forms, or the deadline for application, whichever is sooner (Elections Code §3008). Note that Elections Code §18576 makes it a misdemeanor to delay the proper return of an absent voter application.

- Any application for an absentee ballot which is sent by a group or organization to a voter shall be sent by nonforwardable mail (Elections Code §3008).
- Any individual, group or organization who/which knowingly distributes any application for an absent voter's ballot which does not conform to the requirements of the absentee voting provisions is guilty of a misdemeanor. (Elections Code §18402)
- Voters who use an absentee ballot application provided by an individual, group or organization must attest to the truth and correctness of the contents of the application and sign the application under penalty of perjury (Elections Code §3006).
- Elections Code §3006 requires that the absentee ballot application contain information about California's permanent absentee voter provisions.

#### **D. For Further Information (Modified for San Bernardino use)**

Sample forms, for applying for an absentee ballot are in Chapter 4 of this handbook.

Please refer to these instructions for answers to your specific questions.

To ensure that voters are not disenfranchised during upcoming elections, we urge individuals, groups or organizations that plan to conduct absent ballot application drives, when printing the applications for distribution to please include the return address of the appropriate county elections official to return the completed application. The voter has the right to return his or her own completed absentee ballot application to the appropriate county elections official if he or she chooses to do so. Denying a voter that right could result in criminal prosecution.

Absentee ballot applications may not be returned to the Secretary of State's Office..

## **VI. PENALTIES FOR FRAUDULENT ABSENTEE VOTING**

### **A. Voting more than once.**

It is a crime to vote more than once in any election (Elections Code §18560).

### **B. Interfering with the absent voting process.**

It is a misdemeanor to willfully interfere with the prompt delivery to the elections official of a completed application for an absentee ballot (Elections Code §18576).

A third party may not (without the voter's authorization) retain a completed application for an absentee ballot for more than 36 hours (excluding weekends and holidays) or beyond the deadline for applying, whichever is earlier (Elections Code §3008).

No one can deny a voter the right to return his or her application for an absentee ballot to the elections official (Elections Code §18576).

It is a crime to interfere with the prompt return of a voted absentee ballot (Elections Code §18577), or to vote or attempt to vote a fraudulent absentee ballot (Elections Code §18578).

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time he or she is voting an absentee ballot (Elections Code §18371).

Absentee ballot return envelopes are signed under penalty of perjury, a violation of which can result in a prison term (Penal Code §126).

### **C. Other penalties.**

It is a crime to interfere with anyone's right to vote (Elections Code §18502).

It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange for their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote (Elections Code §18521, §18522, and §18524).

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system (Elections Code §18562, §18564).

## **VII. WHERE TO FIND MORE INFORMATION CONCERNING THE ABSENTEE VOTING PROCESS**

**A. Absentee voting in general:** See the California Elections Code, beginning with section 3000.

**B. Special absentee voting:** See the California Elections Code, beginning with section 3100.

**C. Permanent absentee voting:** See the California Elections Code, beginning with section 3200.

**D. Penalties related to absentee voting or voting in general:** See Elections Code sections 18371, 18402, 18520-18540, 18560-18564, 18569, and 18576-18578.

## **VIII. WHAT DOES AN APPLICATION FOR AN ABSENTEE BALLOT LOOK LIKE? (Modified for San Bernardino County use)**

Sample forms, for applying for an absentee ballot are in Chapter 4 of this handbook.



## **IX. INSTRUCTIONS FOR THE USE OF THE UNIFORM FORMAT FOR ABSENTEE ..BALLOT APPLICATIONS**

Elections Code §3007 requires the Secretary of State to prepare a uniform format for absentee ballot applications. This format is to be used by all individuals, groups and organizations distributing these applications. These instructions are deemed to be a part of the format.

This format is **not** required to be used on absentee ballot applications printed on sample ballots by elections officials, nor by individuals who write directly to the elections office and are not a part of an organized effort to solicit applications.

## **X. INSTRUCTIONS FOR ELECTIONS OFFICIALS**

### **A. Elections Officials shall provide form:**

Elections officials shall provide a copy of the attached uniform format to all individuals, groups or organizations wishing to distribute applications.

### **B. Required information:**

Elections officials may **either** print the following information on the uniform format **prior** to releasing the application form to any individual, group or organization distributing applications, **or** require the individual, group or organization to print this information:

#### **1. The name and date of the election.**

(NOTE: This information will have to be changed for all subsequent elections.)

#### **2. The deadline for receipt of the completed application by the elections official.**

(NOTE: This information will have to be changed for all subsequent elections.)

#### **1. The name of the county in which the applicant resides.**

Line three of this form must include the name of the county in which the applicant is registered to vote. For example, if the application form is provided by the Los Angeles County elections office, this line on the application form should be printed to read, "RESIDENCE ADDRESS IN LOS ANGELES COUNTY." This should reduce any confusion voters with more than one residence have regarding the proper information to complete in this portion of the application.

**2. The name, address and telephone number of the organization providing the form.**

This information should be printed in the indicated space at the bottom of the enclosed format and will permit the applicant to contact the individual, group or organization distributing the form should any questions arise.

**3. The name, address and telephone number of the elections official.**

This information is printed in the "NOTICE" box. Please note that the words in parentheses ("name," "address," "phone") should be deleted and replaced with the appropriate information.

**4. The phone number of the elections official.**

Elections Code section 3006 requires that an application include information concerning the procedure for a registered voter to obtain the status of a permanent absentee voter. Although the phone number of the elections official is already listed on the form, it should also be included in this space, at least on the county form. It may also be convenient to list separate phone numbers, if inquiries regarding permanent absentee voting are handled by different staff than routine requests regarding "regular" absentee voting.

**C. Elections officials may authorize the following changes to the uniform format without requesting the approval of the Secretary of State:**

**1. Size of the application:**

The uniform format approved by the Secretary of State is 8 1/2" x 5 1/2". Elections officials may approve different sizes to meet local needs.

**2. Middle name or initial:**

Rather than asking the applicant to supply either his or her middle name or initial, the form may be modified to request only the middle initial.

**3. Residence address:**

In some areas it may be necessary to include "Section, Range, and Township" to completely describe an applicant's address.

**4. Mailing address:**

Again, the elections official may include "Section, Range and Township" if necessary.

## **5. Date of birth:**

This information is not required by law to be included on the application, and may be omitted at the option of the elections official..

## **6. Telephone number:**

The applicant's phone number is also not required by law, and may be omitted at the option of the elections official.

## **7. For official use only:**

The dimensions of the "FOR OFFICIAL USE ONLY" box may be increased or decreased to meet local needs.

## **8. Type fonts and sizes:**

The elections official may authorize a change in type fonts and/or sizes. However, in no case may a type size be smaller than 6 point, and all approved type fonts must be clear and easily readable.

## **9. Ink or Paper Color:**

Elections officials may authorize (but not require) printing of the form in more than one color. For example, important information (such as the signature arrow, the perjury warning, etc.) may be printed in red ink to emphasize its importance and draw the applicant's attention to this information.

## **10. Type of Paper:**

It is advisable to check with the United States Post Office for paper weight mailing requirements to be used for the application.

## **11. Multiple applications:**

- At the option of the elections official, an application for an absent voter ballot may contain spaces for more than one registered voter to indicate he or she wishes to be sent an absentee ballot. An application form for multiple request for absentee ballots **must** contain all the information required by law to be included on the application. If each applicant does not sign the form, the non-signer's application(s) must be treated as defective, and no ballot sent to that voter.
- County elections officials may approve a "two for one" application in which a voter applies simultaneously for an absentee ballot for both a primary and general election **only** if the election is a special election to fill a legislative or congressional vacancy, or other special election in which a candidate may be elected at the "primary" election.

- Elections officials may authorize other changes to this uniform format only with the express permission of the Secretary of State.
- Elections officials may require individuals, groups or organizations who preprint name and address information of applicants to also preprint a voter identification number or bar code information in the box labeled “FOR OFFICIAL USE ONLY.”
- If an application for an absent voter ballot which does not contain all of the required information, including the signature of the applicant, is received by the elections official, the application shall be treated as an “incomplete” application and processed according to the procedures in Elections Code §3009. (NOTE: If the application form is preprinted and contains a request by more than one voter for an absentee ballot, as permitted in Section 10 above, the application of any voter who does **not** provide a signature shall be treated as a “defective” application and no ballot shall be issued to that voter.).

## **XI. INSTRUCTIONS FOR INDIVIDUALS, GROUPS AND ORGANIZATIONS DISTRIBUTING APPLICATIONS FOR ABSENTEE BALLOTS.**

### **A. Uniform format required to be used**

Any individual, group or organization distributing applications for absentee ballots must use the uniform format approved by the Secretary of State. Failure to conform to this format may result in criminal prosecution (Elections Code §18402).

### **B. Where to obtain the Uniform Format:**

The uniform format for absentee ballot applications must be obtained from the local elections official or the Secretary of State.

### **C. Information which may be preprinted**

The following information may be preprinted on the application form by the individual, group or organization distributing the applications:

#### **1. The name of the applicant**

This must be the name of the voter as it appears on the affidavit of registration.

## **2. The address of the applicant**

This must be the address indicated on the affidavit of registration.

## **3. Voter identification number**

The number (or bar code equivalent) used by the local elections official to identify a voter (affidavit of registration number, or other number) may be required by that official to be preprinted in the box labeled "FOR OFFICIAL USE ONLY" if the individual, group or organization distributing the forms is preprinting the name and/or residence address of the applicant. If the individual, group or organization is **not** preprinting the name and/or residence address of the applicant, this requirement does not apply.

## **4. Other information**

The elections official may or may not preprint the information specified in Section X.B.1, B.2, B.3, B.4 B.5 and B.6 starting on page 13. If the sections official does not preprint this information, the individual, group or organization distributing the applications should preprint these items prior to distributing the applications to voters.

### **D. The following information may not be preprinted on the application form, but must be completed by the applicant:**

#### **1. Mailing address:**

The address to which the actual absentee ballot shall be sent, if different than the residence address, may not be preprinted. This information must be completed by the voter.

#### **2. Signature:**

The applicant must sign the application for an absentee ballot.

### **E. Statement Required:**

Any application which is preprinted must contain the following statement: "You have the legal right to mail or deliver this application directly to the local elections official of the county in which you reside" (Elections Code §3006).

#### **F. Distributor Information:**

The name, address and telephone number of the individual, group or organization distributing the application must be printed on the application form.

#### **G. Return of Applications:**

Any individual, group or organization that distributes applications for absent voter ballots and receives completed application forms from voters shall return the forms to the appropriate elections official within 36 hours of receiving the completed forms, or by the deadline for return of absent voter ballot applications, whichever is earlier (Elections Code §3008).

Failure to return completed applications in a timely manner to the appropriate elections official is a misdemeanor (Elections Code §18576).

#### **H. Applications must be nonforwardable:**

Any absent voter ballot application which is mailed to a voter by an individual, group or organization shall be nonforwardable (Elections Code §3008).

#### **I. Absentee Ballot may not be sent to Campaign Address:**

The mailing address to which an absentee ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate's residence. Candidates, as well as their families and other household members, are, of course, exempted from this prohibition, and may receive their own absentee ballots at the candidate's residence address.

### **XII. INSTRUCTIONS FOR INDIVIDUALS, GROUPS OR ORGANIZATIONS CONDUCTING STATEWIDE OR MULTI-COUNTY ABSENTEE BALLOT APPLICATION DRIVES**

#### **A. Prior Sections Apply**

All the information in the previous two sections of these instructions applies to your absentee campaigns. However, when conducting statewide or multi-county absentee ballot application drives you may omit the following from your forms.

- You may omit the name, address and phone number of the elections official in the box labeled "NOTICE" on the form. You **must**, however, print the "right to return directly to the local election official" wording verbatim as on the sample form attached.

- In the box advising applicants regarding status as a “permanent absentee voter” you may omit the phone number of the elections official.
- In the space for the name of the county in line three of the form, you may either: (1) leave it as it is on the “regular” form, and have the applicant fill in the proper county name, or (2) omit it, so that #3 reads, “RESIDENCE ADDRESS.”

## **B. Reminder**

Remember that you must provide the requested information at the bottom of the form, telling who provided the form (name, address and phone number).

# **APPENDIX D**

## **DEFINITIONS**



## DEFINITIONS

<b>AFFECTED COUNTY</b>	Means a county in which any land of the district or agency is situated. (E.C. 10500-'94)
<b>CAMPAIGN DISCLOSURE</b>	Forms that are filled out by a candidate (or candidate and treasurer) that itemize the amount of money a candidate has received and how it was spent.
<b>CAMPAIGN FILING</b>	All candidates receive appropriate forms to record their campaign finances. These forms are filed in the Registrar of Voters office on specific dates.
<b>CANDIDATE FILING</b>	The process a voter goes through in order have his/her name qualify to be a candidate on the ballot.
<b>COUNTY CLERK</b>	Means the Registrar of Voters or, if there is none, the county clerk of an affected county. (E.C. 10500-'94)
<b>DIRECTOR</b>	Means a member of the governing body. (E.C. 10500-'94)
<b>DISTRICT OR AGENCY</b>	Means any district or agency of the type designated by and formed pursuant to the provisions of any principal act which incorporates this part. (E.C. 10500-'94)
<b>ELECTIVE OFFICE</b>	Means any office which may, under the principal act of the district or agency, be filled by way of an election. (E.C. 10500-'94)
<b>ELECTIVE OFFICER</b>	Means "elective officer" as defined by the principal act of each district or agency or if not defined, any officer of a district or agency holding an office which can be filled by election. (E.C. 10500-'94)
<b>GENERAL DISTRICT ELECTION</b>	Means an election held pursuant to the provision of this part. (E.C. 10500-'94)

<b>GOVERNING BODY</b>	Means the Board of Directors of a district or agency or the board or body which governs the activities of the district or agency. (E.C. 10500-'94)
<b>PRINCIPAL ACT</b>	Means the law providing for the creation of a particular district or agency or type of district or agency. (E.C. 10500-'94)
<b>PRINCIPAL COUNTY</b>	Means the county in which all the land in the district or agency is situated, or if the district or agency is situated in more than one county, the county in which the greatest portion of the land in the district or agency is situated. (E.C. 10500-'94)
<b>RESIDENT VOTING DISTRICT</b>	Means any district other than a landowner voting district. (E.C. 10500-'94)
<b>SECRETARY</b>	Means the secretary of the governing body or a person designated by him/her to perform a duty of the secretary. (E.C. 10500-'94)
<b>SUPERVISING AUTHORITY</b>	Means the Board of Supervisors of the county in which all or most of the land of a district is situated. (E.C. 10500-'94)
<b>VOTER</b>	Means voter or elector as respectively defined in the principal act of each district or agency. (E.C. 10500-'94)

## POLITICAL SUBDIVISIONS OF SAN BERNARDINO COUNTY

San Bernardino County is comprised of 24 incorporated cities, 46 school districts and 55 self-governed special districts. The County is also (in whole or in part) made up of the following political subdivisions:

	<b>ELECTION</b>	<b>DISTRICT</b>
CONGRESSIONAL	March/November 2002 and March/November 2004	40 <sup>th</sup> Congressional District (Portions of San Bernardino and Inyo Counties)
		41 <sup>st</sup> Congressional District (Portions of San Bernardino, Los Angeles, and Orange Counties)
		42 <sup>nd</sup> Congressional District (San Bernardino County only)
SENATORIAL	March/November 2004	17 <sup>th</sup> State Senatorial District (Portions of San Bernardino, Kern, Inyo, and Los Angeles Counties)
		31 <sup>st</sup> State Senatorial District (Portions of San Bernardino and Riverside Counties)
	March/November 2002	32 <sup>nd</sup> State Senatorial District (Portions of San Bernardino and Los Angeles Counties)
ASSEMBLY	March/November 2002 and March/November 2004	34 <sup>th</sup> Assembly District (Portions of San Bernardino, Inyo and Kern Counties)
		61 <sup>st</sup> Assembly District (Portions of San Bernardino and Los Angeles Counties)
		62 <sup>nd</sup> Assembly District (San Bernardino County only)
		63 <sup>rd</sup> Assembly District (San Bernardino County only)
		65 <sup>th</sup> Assembly District (Portions of San Bernardino and Riverside Counties)
BOARD OF EQUALIZATION	March/November 2002	2 <sup>nd</sup> District (Alpine, Amador, Butte, Calaveras, El Dorado, Fresno, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Mono, Nevada, Placer, Plumas, Sacramento, San Bernardino, San Luis Obispo, San Joaquin, Santa Barbara, Sierra, Stanislaus, Tulare, Tuolumne, Ventura, And Yuba Counties)
APPELLATE COURT	November 2002	4 <sup>th</sup> District (Imperial, Inyo, Orange, Riverside, San Bernardino, and San Diego Counties)
JUDICIAL	March/November 2002 and March/November 2004	Superior Court with 12 Court Districts
SUPERVISORIAL	March/November 2004	1 <sup>st</sup> , 3 <sup>rd</sup> , and 5 <sup>th</sup> Districts
	March/November 2002	2 <sup>nd</sup> and 4 <sup>th</sup> Districts

## **WE'RE ON THE INTERNET**

<http://www.sbcrov.com>

The Registrar of Voters and the County of San Bernardino Information Services Department have worked together to bring you a vast variety of election information for the upcoming Consolidated Election on November 6, 2001. Different features will be added as we get closer to the election. A sample of what you will find includes:

- Basic information "Facts for Voters" on registration, voting at the polls or by mail
- Absentee ballot applications
- Look up your polling place address
- Candidate Filing Guide
- Candidates List
- Data and statistics specific to the election - registration/turnout history, number of polls, workers, ballot styles, etc., how ballots are processed and canvassed, and much more.
- Election night election results - updated continually throughout the evening until the count is complete.

We hope you will find this information useful and beneficial to your campaign. If you have ideas and suggestions for the future, please let us know.